

[Insert Date]

[ON LETTERHEAD – format to suit]

[Complainant's Name]

[Address]

[City, State, Zip]

Re: Title IX Investigation - Outcome

Dear [Accused]:

As you are aware, the District received a complaint regarding allegations of your conduct and conducted an investigation of a Title IX claim of [sexual harassment/sexually hostile work environment/quid pro quo/discrimination based on sex] based upon that complaint. I am writing to inform you that the investigation of your Title IX complaint has been completed.

Broadly stated, Title IX, and relatedly Title VII, protects employees from sexual harassment in the workplace. Further, Title IX and Title VII mandate that an employer has the obligation to enforce the protections and requirements under Title IX. Retaliation is also a prohibited response to an employee complaint under Title IX.

It is the overall conclusion of the independent investigation that there is sufficient evidence to sustain a finding that prohibited sexual harassment has occurred in such a manner as to constitute a violation of Title IX or Title VII. Specifically, it is my opinion that evidence supports a finding that your conduct constituted [sexual harassment/sexually hostile work environment/quid pro quo/discrimination based on sex]. Accordingly, the District has an obligation to address the situation and to take steps reasonably calculated to end the harassment and/or inappropriate conduct. The District will inform of you of its decision on the steps it is prepared to take to address and correct the offending behavior under a separate letter through the appropriate administrator and supervisor. For my purposes as the Title IX coordinator, you are directed to immediately cease engaging in any conduct that constitutes a violation of Title IX. Nothing herein should be interpreted as barring or preventing your Supervisor from addressing any

conduct discovered through the course of my investigation that may be considered in some way inappropriate conduct for the work place.

This matter is considered confidential and the facts and circumstances of this matter should not be disclosed to anyone other than your union representatives, where applicable, without the District's express permission. Additionally, any complainant or individual who participated in this investigation, to the extent you are aware of such individuals, is protected from any retaliation under Title IX for their participation in this process. You should not discuss this matter or otherwise engage anyone regarding the allegations in this matter and you should refrain from engaging in any action that could be considered retaliatory in nature.

As a result of the findings and recommendations in this matter, the District will contact you on how it plans to move forward to address my matter appropriately.

Sincerely,

[Name]

[And Title: Title IX Coordinator or Superintendent]

cc: Personnel File
Superintendent
Supervisor