



Labour Program: fair, safe and productive workplaces

Sample final monthly status update - Letter to Responding Party

Note: this final monthly status update template is a sample only, developed for educational purposes. As the employer or designated recipient, you may:

- amend or customize this document to reflect your needs, or
- develop your own procedures for providing the final monthly status update

Date: [current date]

Dear: [name of responding party]

[Name of employer or designated recipient] first contacted you on [date] concerning an occurrence of harassment and violence. The occurrence was reported to [name of employer or designated recipient] on [date]. We took the following steps to resolve the occurrence: [outline the steps taken by the employer or designated recipient to resolve the occurrence]. [Name of employer or designated recipient] understands that [name of principal party] has agreed that the occurrence reported on [date] has been resolved through [means by which it was resolved: negotiated resolution, conciliation, and/or an investigation]. As such, the resolution process concerning the occurrence reported on [date] is now complete.

If you have any questions regarding the resolution process please immediately contact [name of employer or designated recipient]. Further, you can access a list of available services at [employer to insert hyperlink(s) to online help services and location of other resources].

You are prohibited from seeking retaliation. Please inform [name of the employer or designated recipient] immediately if you experience any retaliatory action from:

- the parties involved in the occurrence
- witnesses, and/or
- other colleagues or supervisors/managers.

Further, you are required to keep the information related to this occurrence and the resolution process confidential.

Note: add the following sentence if applicable: [Name of employer] will be taking appropriate disciplinary actions because [name of employer or investigator] upheld the allegations outlined in the original notice of an occurrence.

Best Regards,

[Name, number, and/or email of the employer or designated recipient]