

**WRITTEN REPORT**

On the \_\_\_ day of \_\_\_, 20\_\_ an allegation of sexual harassment was provided to the school district. The allegations were as follows (insert allegations in summary format). I conducted an investigation into the allegations as follows (summarize investigation and include evidence).

This document is formal notice to both parties of the evidence.

Sincerely,

\_\_\_\_\_  
Investigator