

[INSTITUTION LETTERHEAD]

[DATE]

[NAME]

[ADDRESS]

RE: Notice of Formal Complaint

Dear **[NAME]**:

This notice is intended to inform you that a formal complaint alleging sexual harassment has been filed by a complainant or signed by the Title IX Coordinator with the Institution. You are being provided this notice because you are a party to this formal complaint.

Enclosed please find a copy of the Institution's sexual harassment policy, which includes the Institution's grievance process for this formal complaint and the Institution's informal resolution process. Please be informed that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. Please also be aware that the parties may request to inspect and review evidence that is directly related to the allegations raised in the formal complaint.

The parties may have an advisor of their choice, who may be, but is not required to be, an attorney. Please also be aware that the Institution's code of conduct, specifically ***[Identify code of conduct provision or another provision]*** prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

Please be advised of the following allegations that potentially constitute sexual harassment: ***[Include allegations, including sufficient details known (identities of the parties involved in the incident, if known); the conduct allegedly constituting sexual harassment; and the date and location of the alleged incident, if known].***

If, during the investigation, the Institution decides to investigate allegations about the complainant or respondent that are not included in the notice, the Institution will provide notice of the additional allegations to you. This notice is being provided to the parties with sufficient time to prepare a response before any initial interview.

Sincerely,

Title IX Coordinator

Enclosure: Sexual Harassment Policy

INSTITUTION LETTERHEAD]

[DATE]

[NAME]

[ADDRESS]

RE: Notice of Dismissal of Formal Complaint

Dear **[NAME]**:

The Institution has investigated the allegations in the formal complaint that was either filed by a complainant or signed by the Title IX Coordinator.

Upon review, I have concluded that the formal complaint must be dismissed. It must be dismissed because ***[Choose one: (1) the conduct alleged in the formal complaint would not constitute sexual harassment as defined under federal law even if proved, (2) the conduct did not occur within the Institution's program or activity, or (3) the conduct did not occur against a person in the United States].***

[Explain reasons for dismissal.]

Because dismissal is required, I am sending this prompt written notice of the dismissal and the reasons for the dismissal. This notice is being sent simultaneously to the parties. A dismissal under this section does not preclude action under the Institution's code of conduct.

Sincerely,

Title IX Coordinator

[INSTITUTION LETTERHEAD]

[DATE]

[NAME]

[ADDRESS]

RE: Notice of Dismissal of Formal Complaint

Dear **[NAME]**:

The Institution has investigated the allegations in the formal complaint that was either filed by a complainant or signed by the Title IX Coordinator.

Upon review, I have concluded that the formal complaint should be dismissed. It should be dismissed because ***[Choose one: (1) the complainant has notified the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint; (2) the respondent is no longer enrolled in or employed by the Institution; or (3) specific circumstances prevent the Institution from gathering evidence sufficient to reach a determination as to the formal complaint].***

[Explain reasons for dismissal.]

Because dismissal is required, I am sending this prompt written notice of the dismissal and the reasons for the dismissal. This notice is being sent simultaneously to the parties.

Sincerely,

Title IX Coordinator