Dear Charlie,

Thank you for requesting ISU to close the file for the above matter.

Unfortunately, copies of one or more of the following items of correspondence / documentation have not been emailed to the ISU to enable closure of the complaint to occur:

- Complaint resolution letter sent to the complainant (where known);
- Notification of complaint outcome and decision in relation to discipline to respondent (where relevant);
- Supporting documentation (investigation report, interview notes etc.), depending on the type of complaint;
- Evidence that other relevant stakeholders have been officially notified of the complaint outcome e.g. compliance officers who may have been notified when the complaint was first directed to you.

After providing the outstanding information, please resubmit the Checklist for complaint closure.

Kind Regards

Integrity and Standards Unit
Curtin University
Tel | +61 8 9266 9184
Building 100, Level 4 - Room 430

Email | ISU-CaseManagement@curtin.edu.au
Web | http://complaints.curtin.edu.au

EXAMPLE