**PERSONAL**

**Date**

**Dear**

**Outcome of investigation**

I write to inform you of the outcome of my investigation into the following allegation/s\*:

***Insert allegation/s\****

Having carefully considered the facts and evidence I gathered during my investigation, I have recommended that a disciplinary hearing be convened. This hearing will be conducted by another manager who will write to you confirming the arrangements; the allegation/s\* you will be required to answer; the format of the hearing and your right to be accompanied. This letter will be accompanied by a copy of my investigatory report along with any appendices.

The hearing will be held without unreasonable delay whilst allowing you reasonable time to prepare your case and arrange to be accompanied.

At the hearing, I will present the findings of my investigation.

After hearing and considering our respective cases, the manager conducting the hearing will consider whether disciplinary action should be taken.

Yours sincerely

**NAME OF INVESTIGATING OFFICER**