**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 concluded that there is no disciplinary case to answer and as such will not be arranging for the matter to be progressed to a disciplinary hearing.

***Optional paragraph:***

***I have instead concluded that the matter should be dealt with informally and have arranged for you to have a counselling meeting with your line manager in order to bring about the required improvement.***

***I have instead concluded that <insert details of alternative solutions such as mentoring, attending specific workshops>***

I would take this opportunity to thank you for your co-operation with my investigation.

Yours sincerely

**NAME OF INVESTIGATING OFFICER**