Date

Name

Address

Dear Name

I write further to the disciplinary hearing which took place on Date. During the hearing we discussed the following allegation/allegations;

* Detail of allegation in full taken from the disciplinary invite letter

During the meeting we discussed the above allegation/allegations and reviewed the evidence presented. Having given consideration to all the information available I can confirm that it is my decision that no further action will be taken against you at this time.

Please find attached notes of the hearing. These are not intended to be verbatim, but are a true representation of the discussions which took place during the meeting.

If you have any questions or concerns regarding this matter, please contact your line manager in the first instance.

Yours sincerely

**Authorised Signature**

**Job Title**

Encl. Notes of disciplinary hearing