**Private and confidential**

[addressee]

[address line 1]

[address line 2]

[postcode]

[date]

Dear [employee's name],

No further action as a result of the disciplinary process

This letter is to inform you of the outcome of the disciplinary process. I have decided to take no further action.

On [date] I informed you that I would be investigating an employment matter that concerns you. The matter being investigated was [high level details of issue / complaint made].

As part of the investigation [investigator name and role] explored what happened. [You could include detail about the investigation here, including what steps were taken]. You had a chance to respond about what did or did not happen. [Thank you for your participation in the investigation.]

After considering the results of the investigation, I have reached the conclusion that your [conduct / behaviour / actions] [do / does] not warrant further action. [Insert reasons for taking no further action, for example the investigation showed the complaint/issue did not occur, or there were mitigating factors.]

This letter will be saved to your employment file to make it clear no action was taken as a result of the disciplinary process.

Finally, I realise that this may be an unsettling time for you and would like to take this opportunity to remind you the Employee Assistance Programme is available to provide you confidential support. [name of provider] is our provider and can be contacted on [phone number].

If you have any questions about this letter please contact me directly.

Yours sincerely,

[Insert name]

[Insert position]

PLEASE KEEP A COPY OF THIS LETTER FOR YOUR RECORDS