**Private and confidential**

[Employee name]

[Address]

[Date]

Dear [Name]

**Outcome to disciplinary hearing – No formal action**

I am writing to confirm the decision made following the disciplinary hearing on [Date] at which you were accompanied by [name of trade union representative/University working colleague] / at which you declined the right to be accompanied.\* I chaired the meeting, and [Names] were also in attendance.

The hearing was held for you to respond to the following allegations.

* Insert allegations (\*should match the invite letter).

We discussed the matter fully at the hearing and you explained [insert brief synopsis of employee’s case e.g. did they admit anything].

Having taken all the facts of the case into consideration, including [insert issues that were taken into consideration – for example, previous record/length of service and so on], I am pleased to confirm that no formal disciplinary action will be taken against you.

It was however agreed at the hearing that you would [improve your performance/ensure that there is no further misconduct on your part, include details and timescales of any supporting action/development/standards].

[In particular, as we discussed, you now need to improve your conduct in the following ways: [insert details]. Your conduct will be monitored on an ongoing basis. I must also advise you that a repeat of similar misconduct, or any other instance of misconduct of any kind, could lead to formal disciplinary action being taken against you. However I hope that such formal action will not be necessary.]\*if appropriate

**(If the employee has been suspended, you will also need to confirm here the arrangements for their return to work.)\***

Yours sincerely

**[Name]**

**[Job Title]**

# Cc: HR; File