**Private and confidential**

[Employee name]

[Address]

[Date]

Dear [Name]

**Outcome of investigation – No formal action**

Following the conclusion of the investigation into the allegations of [insert allegations] I am pleased to confirm that no formal action will be taken against you.

It was however agreed at our meeting 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