[***Today’s date***]

**Private and Confidential**

Dear [***Insert Name***]

**Outcome of Meeting**

Since our disciplinary meeting on [***insert date***] in respect of [***insert details of performance or conduct review***], I am writing to confirm that after investigation and discussions there is no case to answer. The disciplinary records concerned will be removed from your file.

Should you have any further queries please do not hesitate to contact me.

Yours sincerely

[***Insert Name and Job Title***]

[***Insert name and address of recipient***]

**This document is for general information purposes only. While we endeavour to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, or suitability with respect to the content of this document.**

**In no event will we be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from the use of the documents.**