**Private and Confidential**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

I am writing further to the investigation into *[insert details of allegations].* I can confirm that, having carefully reviewed the evidence and the circumstances, I have decided that no disciplinary action will be taken against you in respect of this matter.

[AMEND/DELETE AS REQUIRED] Despite this, I still consider that there are some improvements to be made by you. You are expected to make every effort to address the shortcomings that have been identified, as follows:

* *[insert improvements required]*

I will continue to monitor your conduct and I must inform you that should there be any repeat of this conduct, or indeed any misconduct in general, you may be subject to formal disciplinary action.

If you have any queries regarding the content of this letter please do not hesitate to contact me.

Yours sincerely,

*[Insert name]*

*[Insert job title]*