**[Letter Confirming No Disciplinary Action]**

[*Addressee*]

[*Date*]

**Re: Disciplinary Hearing Outcome**

Dear [*Employee’s Name*]

I refer to the disciplinary hearing held on *[date]* relating to your conduct in the workplace. I am pleased to confirm that the Company has decided that no formal disciplinary action will be taken against you on this occasion.

*[Additionally I refer to your suspension from duty with effect from [date]. Your suspension is lifted with immediate effect and we look forward to your returning to work on [date].]*

Optional: [*However, we agreed at the hearing that you should nevertheless strive to improve your conduct in the workplace. In particular, as we discussed, you now need to improve your conduct in the following ways: [insert details]. We will continue to monitor your conduct on an ongoing basis. We must also advise you that a repeat of similar misconduct, or any other instance of misconduct of any kind, is likely to lead to formal disciplinary action being instituted against you. We hope that our discussions will lead to a sufficient immediate improvement in your conduct so that such further formal action will not be necessary.]*

Yours sincerely

*[Insert name]*

*[Insert job title]*