

# APPENDIX 8 Model Letter 5 – Outcome of Investigation – No Action Under Procedure

[Name]

[Address]

[Date]

Dear [Name]

**Re: Disciplinary Procedure – Outcome of Investigation**

I am writing to confirm the outcome of the recent investigation into the following \*complaint(s)/allegation(s) against you:

* ***State complaint(s)/allegation(s)***

Having completed the investigation, I have concluded that there is no case to answer and your actions will not be considered under the School’s Disciplinary Procedure.

## IF APPROPRIATE

\*However, a number of recommendations will be made which will be followed up and you will be given the opportunity to discuss these in depth with your manager.

***WHERE REQUIREMENT TO STAY AWAY FROM WORK***

\*I can confirm that, with effect from [date]***,*** you are no longer required to stay away from work and your manager will be in touch with you to discuss your return.

I understand that this has been a difficult time for you but I would like to take this opportunity to thank you for your co-operation and your professionalism during this investigation.

If you have any concerns or queries regarding your return to work, please do not hesitate to get in touch with your Contact Officer, who will endeavour to resolve any issues you may have.

Yours sincerely

**Name and Designation**

**Copy to:** Headteacher/Chair of Governors

HR

Divisional Director Education Services

Named Trade Union Representative/Work Colleague