

# APPENDIX 9 Model Letter 6 – Outcome of Gross misconduct Investigation – Grounds for Misconduct – Return to work

[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 your actions will not be considered as gross misconduct under the School’s Disciplinary Procedure. However, I believe there are grounds for your actions to be considered as misconduct under the Procedure and a meeting will be arranged to hear the case. I will write to you again with further details at the earliest opportunity.

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.

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