NAME

ADDRESS

DATE

Dear NAME,

I am writing to advise you that following the investigation meeting that took place on DATE in relation to REASON, I have decided not to refer this matter for Disciplinary review.

The investigation records will be retained on file to detail the event, however they will be sealed and marked Private and Confidential.

There will be no record of this event on your file in terms of disciplinary sanction and the company now deems the matter to be closed.

If you have any further queries, please do not hesitate to contact.

Thank you for assistance in resolving this matter.

Yours Sincerely,

NAME

TITLE