# TEMPLATE LETTER 5

**INVESTIGATION OUTCOME NOTIFICATION**

**PRIVATE & CONFIDENTIAL**

<Addressee>

<Address>

<Date>

Dear <Addressee>

**INVESTIGATION OUTCOME NOTIFICATION**

Further to the previous correspondence you have received, advising you of an investigation into allegations of misconduct against you, I now write to advise you that the investigation is complete and to advise you of the outcome.

**(INSERT, AS APPROPRIATE, ONE OF THE FOLLOWING OUTCOMES)**

**Outcome 1**

The outcome of the investigation is that your explanation has been accepted and/or there is no evidence to support the allegations. Consequently, there will be no further action on the matter. If your manager has not spoken with you already about the conclusion of this matter, this will happen shortly. This will provide an opportunity to discuss any issues arising.

**(WORDING TO BE USED IF EMPLOYEE IS SUSPENDED/TEMPORARILY TRANSFERRED)** Your suspension from work (or temporary transfer) is now lifted and you are able to return to your post. If your manager has not contacted you already regarding your return to work, contact will be made with you shortly to make the necessary arrangements to meet with them prior to returning to your role. This will provide an opportunity to discuss any issues arising.

**Outcome 2**

The outcome of the investigation is that it is considered the allegations are supported by evidence. However, having regard to all the circumstances of this matter, it has been decided that on this occasion it will be concluded by means of appropriate **(INSERT MANAGEMENT ACTION OR MANAGEMENT COUNSELLING/MENTORING/DEVELOPMENT/OTHER OPTION)**

Arrangements will be made for the appropriate identified action to be taken without any unnecessary delay. If your manager has not contacted you already regarding the action to be taken, contact will be made with you shortly to make the necessary arrangements to meet with you and discuss the next step. This will provide an opportunity to discuss any issues arising.

You should note that a record of any informal management action taken will be made using the **Record of Action** **(ROA)** template and held on your supervision file (or other confidential and secure place within the department if supervision files are not held) subject to the LCC Document Retention Schedules, noting that this is not a disciplinary sanction.

**Outcome 3**

The outcome of the investigation is that there is considered to be a case for you to answer. Consequently, this matter will be put before a Disciplinary Panel at a Disciplinary Hearing in accordance with the Council’s Disciplinary Policy and Procedure. This letter serves as formal notification of this.

The specific allegations, which will be considered at the hearing, are **(INSERT DETAIL OF ALLEGATION(S))**

You have the right to be accompanied at the hearing by either a Council work colleague or a recognised trade union officer/representative. If you wish to exercise this right you should inform me so the necessary arrangements can be made for the hearing.

Confirmation of the arrangements for the hearing, will be sent to you in due course. In the meantime you are advised that the hearing may proceed in your absence should you fail to attend without advance notification and without good reason.

**(INSERT IF EMPLOYEE IS SUSPENDED)** You should continue to comply with the terms of your suspension as detailed in the letter of suspension you have previously received.

You are reminded that this matter remains strictly confidential. Other than obtaining appropriate trade union and/or legal advice you are not to discuss any aspect of this matter with anyone other than the identified support, which is available to you, and/or your manager.

The above is in accordance with the Council’s Disciplinary Policy and Procedure, a copy of which was provided to you in earlier correspondence.

If you have any queries regarding this letter you should contact me and I will look to assist you.

You should note that your manager, Human Resources and the Investigator will be provided with a copy of this letter.

Yours sincerely

<Name/Designation (of manager)