**Appendix 8: Specimen Letter – Outcome of Disciplinary Hearing**

(this letter should be sent from the chair of the disciplinary panel)

Name

Address

Date

Dear

**OUTCOME OF DISCIPLINARY HEARING**

I am writing to confirm the outcome of the disciplinary hearing held on [*date, venue*], which I conducted in accordance with the CCG’s Disciplinary Policy and Procedure. Also present were *[names and job* *titles]* and [you chose to be accompanied by [*name, role of representative*]] *or* [you chose not to be accompanied by a representative at this hearing].

The purpose of the hearing was to consider the following allegation(s):

*[List purpose or allegation(s)]*

The members of the disciplinary panel considered carefully all of the evidence presented at the hearing together with the written investigatory information before them.

*[Outcome, summarising main considerations, mitigating circumstances, acknowledgements etc.]]*

The decision of the panel was that you be issued with [*sanction*], which will remain on file for 12 months, subject to no further breach of discipline.

*[Detail any recommended corrective or remedial action and/or objectives for improvement]*

*(If appropriate)* If at any time during the period this final written warning is in place anyfurther disciplinary allegations are proven, it is highly likely that your employment will be terminated.

You were advised of your right of appeal against this warning/dismissal and made aware that any such appeal should be made in writing to the Human Resources Representative [name/address] within 14 calendar days of the date of this letter.

*If no case to answer*

The decision of the disciplinary panel was that there is no/insufficient evidence to/of XXX and therefore there is no case to answer.

If you have any queries regarding the content of this letter please contact either myself on *telephone no.* or XXX Human Resources representative on *telephone no.*

Yours sincerely

Name

Job Title

c.c. Trade Union representative