*[Print on Employer’s Letterhead or insert Company Name and Address]*

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

Re: Outcome of Meeting

Since our disciplinary meeting on << Insert Date>> in respect of << E.g Your work performance/Conduct>>, I am writing to confirm that after investigation and discussions there is no case to answer. The disciplinary records concerned will be removed from your file.

Should you have any further queries please do not hesitate to contact me.

Yours sincerely

<<Name & Title>>  
For and on behalf of <<Company Name>>