

Investigation Outcome Letter

Date: [Insert Date]

To: [Staff Member's Name]

Position: [Staff Member's Position]

Department: [Department Name]

Dear [Staff Member's Name],

Subject: Outcome of Professional Misconduct Investigation

We are writing to inform you about the outcome of the investigation conducted regarding the allegations of professional misconduct against you. The investigation commenced on [start date] and involved a thorough review of the evidence, testimonials, and relevant documentation.

After careful consideration, the investigation team has concluded that [insert findings, e.g., "the allegations were substantiated," or "the allegations were unsubstantiated"]. As a result, the following actions will be taken:

- [Insert action 1, e.g., "Formal warning will be issued."]
- [Insert action 2, e.g., "Required participation in professional development training."]
- [Insert action 3, if applicable, e.g., "Further disciplinary action may be considered if further instances arise."]

Please note that you have the right to appeal this decision. If you wish to do so, please submit your appeal in writing to [insert appropriate authority] within [insert timeline, e.g., "14 days from the date of this letter"].

We appreciate your cooperation throughout this process. If you have any questions or require further clarification regarding this matter, please do not hesitate to contact [insert contact person or department].

Sincerely,

[Your Name]

[Your Position]

[Institution Name]