

# Investigation Outcome Notification

Date: [Insert Date]

Dear [Freelancer's Name],

We are writing to inform you of the outcome of the professional misconduct investigation concerning your recent work with [Company/Organization's Name].

After a thorough review of the evidence and testimonies submitted, we have reached the following conclusions:

- Incident Description: [Brief description of the incident]
- Findings: [Summary of findings]
- Decision: [Outcome decision, e.g., warning, suspension, termination, etc.]

If applicable, you are required to [list any actions required from the freelancer, e.g., attend a training session, comply with new guidelines].

We value our relationship with our freelancers and believe in maintaining a professional work environment. Should you have any questions or wish to discuss this outcome further, please do not hesitate to reach out to us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization's Name]

[Contact Information]