

# Letter of Investigation Outcome

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Subject: Outcome of Professional Misconduct Investigation

Dear [Employee Name],

We are writing to inform you of the outcome of the investigation into the allegations of professional misconduct that were raised on [insert date of report]. Following a thorough review of the evidence and interviews conducted with relevant parties, we have reached a conclusion.

After careful consideration, we found that [summarize findings, e.g., "the allegations of misconduct were substantiated, and we have determined that..."].

As a result of these findings, the following actions will be taken:

- [Explain disciplinary action, e.g., "You will receive a formal written warning."]
- [Any additional actions, e.g., "Mandatory training on workplace conduct."]

We expect that you will take this matter seriously and make the necessary improvements to your professional conduct. Failure to do so may lead to further disciplinary action.

If you have any questions regarding this outcome or would like to discuss this further, please do not hesitate to reach out to [insert contact person or HR representative].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]