

# Disciplinary Review Outcome Notification

Date: [Insert Date]

[Employee's Name]  
[Employee's Address]  
[City, State, Zip Code]

Dear [Employee's Name],

We are writing to inform you of the outcome of the disciplinary review meeting that took place on [Insert Date]. Following careful consideration of the circumstances surrounding the matter, we have reached a decision.

After reviewing the evidence and hearing your explanation, the following conclusions have been drawn:

- [Briefly state the findings of the review]
- [State any violations, if applicable]
- [List any relevant policies or codes of conduct]

As a result of this review, the following actions will be taken:

- [Outline the actions, e.g., warning, suspension, etc.]
- [Detail any probationary period if applicable]
- [Mention any required follow-up actions]

Please be advised that this decision is final. Should you have any questions or wish to discuss this matter further, feel free to reach out to [Contact Person/HR Department] at [Contact Information].

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]