

Non-Academic Misconduct Resolution

Date: [Insert Date]

To: [Staff Member's Name]

Position: [Staff Member's Position]

Department: [Staff Member's Department]

Dear [Staff Member's Name],

This letter serves to inform you of the outcome of the investigation regarding the non-academic misconduct allegations brought against you on [Insert Date of Allegation]. After careful consideration of the evidence and testimonies, we have reached the following conclusions:

- Description of Misconduct: [Brief description of allegations]
- Findings: [Summary of investigation findings]
- Resolution: [Outline of the resolution and any proposed actions]

We believe it is important for you to understand the seriousness of this matter and the impact it may have on the workplace environment. Consequently, depending on the severity of the findings, [insert any disciplinary action or corrective measure here].

You have the right to appeal this decision. If you choose to do so, please submit your appeal in writing to [Insert Appeal Authority] by [Insert Deadline for Appeal].

If you have any questions or wish to discuss this matter further, please feel free to reach out to [Insert Contact Person and Details].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Institution Name]