[Print on Employer's mpany Name and Address]

<<Employee's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear << >>

ting

Since our disciplinary meeting on ect of << E.g Your work performance/Conduct>>, I am writ nvestigation and discussions there is no case to answer. The disciplinary re removed from your file.

Should you have any further queri to contact me.

Yours sincerely

<<Name & Title>>
For and on behalf of <<Company

SAMPLE