# LETTER ENCLOSING INVESTIGATORY REPORT – NO ACTION

Dear NAME

**Outcome of investigation**

I have completed, as far as possible, my Investigation Report and enclose a confidential copy. You will see that I have recommended that there be no formal disciplinary meeting in relation to the allegations.

This matter is therefore now closed.

Thank you for your assistance.

Yours sincerely

**NAME**

**Investigating Manager**

cc. Trade Union Representative