**Department Name**



**Directorate**

**Address 1**

**Address 2**

**Address 3**

**Post Code**

# PRIVATE & CONFIDENTIAL

|  |  |
| --- | --- |
| **NAME****ADDRESS1****ADDRESS2****ADDRESS3****POST CODE** | **Date: DATE****Ref No:** **Direct Line: Number****Email:****Contact: NAME** |
|  |  |

Dear **[name]**

# Outcome of Investigation Process

I write in accordance with NHS Greater Glasgow & Clyde Disciplinary Policy & Procedure with reference to the formal investigation commissioned into the following allegation**/s**

**Add allegations**

I can confirm the investigation has now concluded. After careful consideration the investigating officer **[add name]** has advised the evidence collated suggests that there may be some substance to the allegations.

On this basis, a recommendation has been made for the case to be considered further at a disciplinary hearing.

I **[or add name]** will chair the disciplinary hearing and will write to you directly to confirm the arrangements for the hearing.

In the meantime, if you have any questions about the content of this letter, please contact **[*either*** **me** ***or*** **name and job title]** on **[contact details].**

Yours sincerely

**[Commissioning Managers Name]**

**[Job Title]**

**[Service]**