**Private & Confidential**

<Name>

<Address line 1>

<Address line 2>

<City>

<Postcode>

<Date>

Dear <Name>

**Re: Fast-Track Disciplinary Hearing Outcome Letter**

I refer to your Disciplinary Hearing held under the Trust’s Fast Track Disciplinary Policy

which you attended on **(Insert Date)**. You were accompanied by **NAME**, OR You were not accompanied at this meeting, although you confirmed that you had been informed of your right to be accompanied **(delete as appropriate).**

I chaired the hearing **(if applicable)** supported by (**Insert Name),** HR representative. The hearing was conducted in accordance with the Trust Fast Track Disciplinary Policy and

the allegations were as follows:

I can confirm that after considering all the evidence presented and listening to the case put forward by you, including any mitigating circumstances, I found that, by your own admission, the allegations were proven.

I would therefore confirm that I issued you with a **[First Written Warning / Final warning].** This will remain live on your file for a period of 12 months from the date of the meeting today. Should another instance of misconduct occur during this period it could lead to further disciplinary action being taken against you.

You have the right to appeal against my decision within 14 calendar days of the date of this letter. Please send any appeal letter to the Senior Manager of at the Trust who will ensure that your appeal is processed in line with the policy.

Yours sincerely

<**Name**>

<Job title>

<contact number>