Please quote: **REFERENCE**

(2 returns)

**SUBURB (IN CAPS) [2 SPACES] STATE (IN CAPS) [2 SPACES] POSTCODE**

(2 returns)

Dear

I refer to my letter dated [*insert date of show cause on disciplinary finding letter*] in which I invited you to respond to why a disciplinary finding should not be made against you under the *Public Service Act 2008* (PSA) on the ground of [*insert specific section*]. I acknowledge receipt of your response on [*insert date received*].

After considering all of the information and evidence including your statements/response I am now able to make the following finding in relation to [*the/each*] allegation.

Allegation No. 1 [*insert*]

I have determined that the allegation [*is/is not*] substantiated on the basis that [*support why the allegation is or is not substantiated, summarise the evidence relied on and the employee’s response.*]

On the basis of the substantiated finding in relation to allegation 1, I have determined that you have contravened section [insert section and subsection] of the PSA. In particular

* [*outline the behaviour/conduct that supports the specific disciplinary ground*]

[*Repeat for each allegation and make finding for each whether it is or is not substantiated*.]

Based on consideration of all the facts, I have determined that no disciplinary action should be imposed against you and the formal discipline process is now concluded. [*I have determined that the following management action will be taken Detail the management action that is to be taken, if that option is used.*]

A record of this action will be retained on a separate confidential disciplinary file and may be a factor in the consideration of any future disciplinary process initiated against you. Your personnel file will contain only the outcome of the disciplinary process and a notation that a separate disciplinary file exists.

If you believe that my decision to find that the allegation/s above are substantiated is unfair and unreasonable, you may lodge a fair treatment appeal under the public service appeal provisions of the *Public Service Act 2008* within 21 calendar days of your receipt of this decision. The QIRC Industrial Registry will be able to provide further information about public service appeal procedures ([www.qirc.qld.gov.au](http://www.qirc.qld.gov.au); Tel: 1300592987 or 32278060).

Please note, this matter remains confidential and should not be discussed in the workplace.

If you have any questions about the contents of this letter please do not hesitate to contact [insert name of contact] on telephone number xxx.

Yours sincerely

Decision Maker

**[Signature Block]**