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 allegation(s) letter*] in which I invited you to respond to say 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*].

The allegation(s) made against you are as follows:

* Allegation 1 [insert]

I have carefully considered all the evidence, including your response and have determined that the allegation is not substantiated [*include reasons*] [*where appropriate distinguish between factual findings about conduct / performance and findings about disciplinary grounds (i.e. the facts may establish that a particular event occurred but the delegate may not be satisfied that it constitutes a ground for discipline)].*

As I have found that no disciplinary ground exists, the disciplinary process is now finalised. Please note, this matter remains confidential and should not be discussed in the workplace. Records relating to this process will be retained on a confidential departmental file.

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.

*[Where appropriate – insert information re:* Recognition of willing participation in process/professionalism/need to be vigilant about adherence to Code of Conduct (and performance)]

Yours sincerely

Decision Maker

**[Address Block]**