

**[Insert name of Unit or District]**

date

name

address

city, state and zip code

**RE: Disciplinary Hearing Regarding [insert name of person charged]**

Dear Mr./Ms. \_\_\_\_\_:

This is to advise you that the ruling of the **[insert Unit or District]** Disciplinary Committee concerning your complaint against **[insert name of person charged]** is that **[insert name of person charged]** be **[insert sanction(s)]**. A formal record will be made of this judgment.

Sincerely,

signature block

title

**POST-HEARING RESPONSE TO COMPLAINANT**