

Final Findings and Conclusions

MEMORANDUM (*print on letterhead*)

Date: *Date memo given to staff member*

To: *Staff member name and title*

From: *Supervisor's name and title*

Re: *Indicate issue here*

This Final Findings and Conclusions outlines...(*briefly describe issue*).

OVERVIEW OF ISSUE:

(Describe the issue: who, what, where, how and when. What are the findings of your investigation? Include pertinent points from the staff member's response)

VIOLATION:

(List the policies, rules, expectations that were violated.)

PRIOR VIOLATIONS OR CORRECTIVE ACTION:

(Provide information regarding prior discipline and corrective action taken with the staff member. Only actions previously documented in the personnel file may be included).

TENTATIVE CONCLUSIONS AND CONTEMPLATED ACTIONS:

Based on the investigation and information received, I conclude ...(*list your conclusion regarding violation*). The action I am taking is (*written verbal warning, written warning, probation, suspension without pay, termination of employment*).

My expectations are ...(*be specific and include a timeframe*). Future violations of college or department policies and standards will result in further corrective disciplinary action up to and including termination of employment.

Supervisor Signature

Date

I have received a copy of this document.

Employee Signature

Date

Attach appropriate documentation

Final Findings and Conclusions

cc: *Department Head*
Vice President of Division
Personnel File