Ref/Student ID

Date

Name

Address

Dear

I refer to your appearance before me on <insert date> in connection with a report which alleged that <insert details of allegation>.

Having considered the evidence and your explanations, I have concluded that there is no evidence of plagiarism in this case.

No further action will be taken with regard to this allegation and therefore no action will be taken.

<the relevant member of staff> will now be requested to arrange for your work be marked and for the results to be made known to you.

Yours sincerely

Name

Head of School

Cc: Member of Staff reporting