**Example Notice of Outcome (Email)**

[DATE]

[NAME]

[DESIGNATION] Chapter

[COLLEGE/UNIVERSITY]

[E-MAIL ADDRESS]

**CORRESPONDENCE SENT VIA E-MAIL**

Dear Brother [LAST NAME]:

After review of the evidence and relevant information at your judicial board hearing on [DATE OF JUDICIAL BOARD HEARING], the following decision was made regarding the allegations/complaints made against you.

[COMPLAINT FROM CHARGE LETTER (VIOLATION)]: **Responsible / Not Responsible**

Because of being found responsible for violation(s) of [INSERT GOVERNING DOCUMENTS – BYLAWS, UNIVERISTY POLICY, STANDARDS, ETC], the following sanction(s) has(have) been assigned:

[SANCTIONS with details on date of completion requirements]

Please notify me when you are in receipt of and understand these sanctions no later than [SET TIME FRAME – 3, 5, 7 DAYS] by signing below. If there are any questions at that time, they can be addressed. Failure to complete the sanctions described above will result in further disciplinary action from the judicial board. If you would like to appeal the judicial board’s decision, please complete the attached appeal form.

Please do not hesitate to contact me if you have questions about your sanctions or the appeal process.

Thank you in advance for your cooperation.

Fraternally,

[NAME OF SERGEANT-AT-ARMS]

SERGEANT-AT-ARMS

[EMAIL ADDRESS OF SERGEANT-AT-ARMS]

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[NAME] [DATE]