Date

Employee’s Name

Employee’s Address

Dear Name

Further to our discussions on Date, you are requested to attend a performance review meeting on **Date** at **Time** in the Meeting Room with Manager’s Name and Note Taker/HR Advisor Name. The meeting is being called to discuss the following performance concerns;

* Failure to meet the required level of work output
  + Include specific examples
* Issues of trust and confidence in you, specifically being able to trust you to fulfil your current role to the required standard

Please find attached evidence gathered to support the above concerns.

At the meeting you will be given the opportunity to discuss and answer the above concerns and to put forward any mitigating circumstances which you feel should be taken into account. You will also be given the opportunity to call relevant witnesses to support your case.

You have the right to be accompanied at the meeting by a work colleague of your choice or trade union representative, and I would be grateful if you would confirm the identity of any person you wish to accompany you, or any witnesses you intend calling, in order that the necessary arrangements can be made.

You should be aware that this meeting may result in disciplinary action being taken against you, which could include a improvement note, formal warning, dismissal or other sanction in line with our disciplinary policy. Failure to attend the meeting without providing reasonable justification for your non-attendance may result in the meeting being held in your absence and the outcome being agreed based on the information available.

Yours sincerely

**Manager’s Name**

**Manager’s Job Title**

Encl. Disciplinary Procedure

Capability Policy