**{{ employee.first\_name }} {{ employee.last\_name }}**

Sent via email: **[Email]**

**{{ current\_date }}**

Dear **{{ employee.first\_name }}**

**Formal Capability Review Meeting**

As you know I am concerned about your performance and how it is impacting on both you and the business. I have tried to support you and resolve my concerns informally but that has not really been successful.

Over the last few months I have held some detailed sessions with you to talk through the expectations in relation to:

* **{{ pip.concerns }}**

I have offered significant support and mentoring in these areas but unfortunately, there has not been much improvement.

I believe there is now no option but to start a formal procedure to identify the issues leading to your non-performance and further identifying what support and training you need. Please note that this process is a supportive process designed to identify areas of concern and the underlying reason so they can be addressed.

You are therefore formally invited to a capability review meeting on **{{ pip.capability\_meeting\_date.strftime('%d %B %Y') if pip.capability\_meeting\_date else '' }}** at **{{ pip.capability\_meeting\_time or '' }}** in **{{ pip.capability\_meeting\_venue or '' }}.** I will chair the meeting. You are entitled to a representative who may be a work college or a Trade union official. Your representative may ask questions but not answer them on your behalf.

We will discuss our concerns openly with and get your feedback so we can work out a way forward. We shall look to jointly identify what needs you may have and what support that we can to try to ensure that these matters can be resolved to all of our satisfaction.

I appreciate that this is a difficult time for you but please be assured that we will do everything we can to assist you through this process. If you have any queries in the meantime please do not hesitate to contact me to discuss,

Sincerely,

{{ pip.created\_by or current\_user.username }}