APPENDIX 11G – EMPLOYERS’ HANDBOOK *(Remove comments in red before issuing and insert details for individual employee in areas highlighted in grey.)*

SAMPLE LETTER - **NOTICE OF PERFORMANCE IMPROVEMENT MEETING**

Date ………………………….

Dear ......................................

I am writing to tell you that you are required to attend a performance improvement meeting on ……/……/….. at ………am/pm which is to be held in ……………………..

At this meeting the question of disciplinary action against you, in accordance with the organisation’s poor performance procedure will be considered with regard to

(Specify)

I enclose the following documents\* (Evidence of poor performance)

The possible consequences arising from this meeting might be: \*a recorded verbal warning/\*a first written warning/\*a final written warning/\*dismissal or some other disciplinary penalty (e.g. disciplinary transfer)

You are entitled, if you wish, to be accompanied by another work colleague or a trade-union representative.

Yours sincerely

Signed Manager …………………………………..

\*Delete if not applicable