**Letter requesting an employee to attend first formal meeting for performance**

***Add / delete information in brackets as appropriate***

[add date]

**Private and confidential**

[add address]

Dear [add name],

**RE: Invitation to attend first formal meeting for poor performance.**

You are required to attend a formal meeting to discuss [insert details of poor performance concerns].

The hearing will be held on [add time and date]. It will be chaired by [add name]. [Add name] will also be present.

This meeting follows the informal discussion between you and [specify person] on [date] about our concerns with your current performance. The meeting forms part of our formal performance procedure.

At this hearing, the following issues will be discussed:

[Give details of the employee’s poor performance, which has given rise to the hearing. If there is any supporting evidence, which will be referred to or relied on at the hearing, such as the Performance Improvement Plan, the employee must be provided with details prior to the hearing. Refer here to any relevant documents and/or enclose copies with this letter]

You will be given every opportunity in the hearing to respond to the Company’s concerns in relation to the above issues. You should be aware, however, that the hearing may result in a formal written warning in accordance with the Company’s performance procedure.

You have the right to be accompanied at this hearing by a work colleague or a trade union representative. Please advise me by [add date] if you wish to exercise this right and the name of the person who will attend the hearing with you, so that I can make any necessary arrangements.

Please refer to [name of your business]’s performance improvement policy, which you’ll find [specify location], for more information about how we handle this process.

Please confirm that you have received this letter and that you will attend at the time stated above. If, for any unavoidable reason, you cannot attend at that time or, if you have any queries regarding this process, please contact me on [add telephone number].

Yours sincerely,

﻿  
[add name]

[add title]