**Meeting to discuss next steps (including potential dismissal) for poor performance**

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

[add address]

[add date]

**Re: Meeting to discuss next steps for poor performance**

Dear [add name]

I am writing to invite you to a meeting at [place] on [date] at [time].

We’re planning to discuss your performance in the context of our ongoing review of the standards that you’re achieving, with a view, potentially, to dismissing you.

The meeting forms part of our formal performance improvement procedure. It follows the final formal written warning about your performance dated [date].

In that final written warning notice, we set out the standards of performance that [name of your business] expects you to meet, together with requested actions and suggested means of support to help you improve.

We are concerned that you have not managed to attain these standards and that this remains an ongoing problem. Indeed, on the basis of all that we have experienced during this performance improvement process, we believe there are good grounds for [name of your business] to conclude that the needed improvement is not likely to happen soon enough for you to perform the role adequately.

In particular, [specify your concerns].

We are therefore keen to discuss these concerns with you and to give you a chance to present your views on our likely next steps.

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.

[specify person] will take responsibility for chairing this coming meeting.

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.

In the meantime, 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, please contact me as soon as possible.

Yours sincerely,

[add name]

[add title]