**Private and confidential**

[Employee name]

[Address]

[Date]

Dear [Name]

**Re Informal capability meeting**

Further to our conversation on [date] I am writing to confirm that in accordance with the [University’s Capability Procedure](https://www.york.ac.uk/admin/hr/policies/hr-procedures/capability/procedure) I am requesting you attend an informal meeting in relation to the requirements of your role as [job title] in [department].

The meeting has been arranged for [date] at [time] and [venue].

The purpose of this meeting is to have an informal discussion regarding your performance and agree any actions and determine further support we can provide to help you achieve the performance standards that are required of you in your role.

The issues of concern are as follows: -

* ISSUE – EXAMPLES

* ISSUE – EXAMPLES

Please be reassured the aim of the meeting is to explore ways of addressing the above concerns with the intention of resolving these.

Yours sincerely

**[Name]**

**[Job Title]**