**Private and confidential**

[Employee name]

[Address]

[Date]

Dear [Name]

**Invitation to attend Level 1 formal capability meeting**

I am writing to invite you to a level 1 formal capability meeting with myself at [time] on [date\* give ten working days notice] in [venue] to review your performance in relation to the requirements of your role as [job title] in [department]. This follows a number of informal meetings at which we discussed concerns about your work performance and I feel the informal steps we have taken to try to resolve these issues have not led to a satisfactory and consistent improvement in your performance.

I will be accompanied at the meeting by [name of HR representative, job title] who will advise on any HR procedure and [notetaker] will be present to take notes of the hearing.

You have the right, if you wish, to be accompanied at the meeting by a work colleague or trade union representative not acting in a legal capacity. I would be grateful if you could confirm your attendance at this meeting and let me know whom, if anyone, you will be bringing as your representative, and if you need any special requirements for the day, by [date].

The purpose of this meeting is to review your performance and determine any 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: -

* [explain problems identified]

I enclose copies of the documentation that will be referred to at the hearing. If you would like to submit any documentation for consideration at the hearing, please let me have copies by no later than 12 noon on [date 5 working days prior to the meeting].\*if appropriate

You should be advised that if, following the meeting, I do not feel that your performance has met the acceptable standard then I may choose to issue you with a formal written warning in accordance with paragraph 4.1 of the Capability Procedure. Further details of the procedure are available at: -

https://www.york.ac.uk/admin/hr/policies/hr-procedures/capability/procedure

I appreciate that this situation may cause you some concern and I would like to take this opportunity to remind you that the University provides access to an Employee Assistance Programme, provided by Health Assured which can be contacted on 0800 030 5182.

If you have any queries about the process to be followed please do not hesitate to contact me.

Yours sincerely

**[Name Line Manager]**

**[Job Title]**

# Cc: HR; File