**Private and confidential**

[Employee name]

[Address]

[Date]

Dear [Name]

**Invitation to attend Level 2 formal capability meeting**

Further to the level 1 capability meeting on [date] and subsequent review meetings I am writing to invite you to a level 2 formal capability meeting with myself in accordance with paragraph 4.2 of the [University’s Capability Procedure](https://www.york.ac.uk/admin/hr/policies/hr-procedures/capability/procedure). The meeting will be held at [time] on [date\* give ten working days notice] in [venue]. The purpose of the meeting is to review your performance in relation to the requirements of your role as [job title] in [department] and the objectives we have previously set and agreed, detailed below:

* [Detail agreed objectives and timescales]

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].

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 final written warning in accordance with the Capability Procedure.

I understand this can be an unsettling time and therefore if you wish clarification on any of the details in this letter or anything else around this subject, please do not hesitate to contact [insert name and contact details of your HR representative]. I would also like to remind you of the Employee Assistance Scheme provided by Health Assured (0800 030 5182) which is a free, confidential helpline available to provide 24 hour support to all staff.

Yours sincerely

**[Name Line Manager]**

**[Job Title]**

# Cc: HR; File