**Private and confidential**

[Employee name]

[Address]

[Date]

Dear [Name]

**Invitation to attend Level 3 formal capability meeting**

Further to the level 2 capability meeting on [date] and subsequent review meetings I am writing to invite you to a level 3 formal capability meeting with myself in accordance with paragraph 4.3 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. Details of the areas of concern, agreed objectives and support provided are given below:

* [explain problems identified]
* [Detail agreed objectives and timescales]
* [explain support provided]

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].

You should be advised that if, following the meeting, I do not feel that your performance has met the acceptable standard then you may be dismissed 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 again reiterate the support available to you through the Employee Assistance Scheme, further details of which are available at: <https://www.york.ac.uk/admin/hr/browse/health-and-well-being/employee-assistance>.

Yours sincerely

**[HoD]**

**[Job Title]**

# Cc: HR; File

Enclosed: Copies of documents & statements