**Private and confidential**

[Employee name]

[Address]

[Date]

Dear [Name]

**Re Capability review meeting**

Further to our recent discussions regarding your performance, I am writing to invite you to a review meeting with myself on [date] at [time] and [venue]. The meeting will consider your work performance in relation to the requirements of your role as [job title] in [department].

The purpose of this meeting is to have a 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

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

Yours sincerely

**[Name]**

**[Job Title]**