**Private and confidential**

[Employee name]

[Address]

[Date]

Dear [Name]

**Re: Informal Capability Meeting Outcome**

Following our meeting held on [date], under the Informal University’s Capability Procedure\*, I am writing to confirm the outcome of our discussions and the actions agreed.

The issues of concern were as follows:

* explain problems identified

We discussed the matter fully at the meeting and I listened carefully to your explanations and we agreed the actions you need to take to achieve the required standard of performance were as follows:

* Explain improvement in performance required

It was agreed at the meeting that you would make every effort to meet the improvement required in order to reach the standards discussed with you. I outlined the support that will be available to you, to enable you to reach the required standards as follows:

* Detail training and assistance to be provided

As agreed, I will be monitoring your performance in the areas requiring improvement over the next [weeks/months] and will review the position with you on [insert date of review meeting].

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

**[Name]**

**[Job Title]**

# Cc: HR; File