

[Print on Employer's

Company Name and Address]

<<Employee's Name>>  
<<Address>>  
<<Address>>  
<<Post Code>>

<<Date>>

Dear << >>

Re: Poor Notice of Meeting

Following our discussion on <<Date>> regarding your poor work performance <<specify e.g. reasons you provided and the subsequent actions taken, [e.g. training / closure] I am disappointed that a satisfactory level of performance has still not been achieved.

Accordingly, you are required to attend a meeting on <<Date, Time and Place - ensure you give reasonable notice>>. This is part of the normal disciplinary procedure. You are entitled to be accompanied by a work colleague or representative. At the interview you will be given a full opportunity to state your case and to discuss the assessment of your performance record. Your companion will be encouraged to attend the interview and confer with you but may not answer questions on your behalf. Please let me know who your companion will be.

Should you wish to submit any documents in support of your case, please forward these prior to the meeting you may send them to <<name>> not less than <<days>> before the meeting.

Please confirm as soon as possible your attendance at the interview. The Company will reschedule the meeting if you propose a reasonable alternative date <<specify alternative date and interview date above>>.

If you have any special or disabilities which may affect your attending this meeting please contact <<name>> to assist you in understanding or discussing your needs. He/she can help to accommodate your needs.

[The interview will be attended by <<name>> who will conduct the interview and assist in making a decision as a result of the interview.]

If you have any questions with respect to this notice please do not hesitate to contact me.

Yours sincerely

<<Name & Title>>  
For and on behalf of <<Company Name>>

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