

[Print on Employer's

Company Name and Address]

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

<<Date>>

Dear << >>

Re: Poor Performance of Second Meeting

Following your first meeting, the s
in respect of your work performan
attendance at a second formal me
notice>>.

g and the terms outlined in that warning
isions] I am writing to request your
nd Place - ensure you give reasonable

Should you wish to submit any doc
this to <<name>> not less that <<

ered prior to the meeting you may send
meeting.

You are entitled to be accompanie
you will be given a full opportunity
performance record. Your compan
may not answer questions on your
possible who your companion will

ade union representative. At the meeting
espond to the assessment of your
dress the hearing and confer with you but
eful if you would let me know as soon as

Please confirm as soon as poss
interview. The Company will resch
time and date <<e.g. within 5 work

nd that of your companion at the
u propose a reasonable alternative
d interview date above>>.

If you have any special or disabili
attending this meeting please con
your needs.

to assist you in understanding or
he/she can help to accommodate

[The interview will be attended by
making a decision as a result of th

conduct the interview and assist in

Yours sincerely

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

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