# APPENDIX 2 – EXAMPLE LETTER - INVITE TO STAGE 1

[headed paper]

date

STRICTLY PRIVATE & CONFIDENTIAL

Name

Address

Dear Name

I have identified that there are some areas of your performance which are giving cause for concern, therefore I would like to discuss these with you under Stage 1 of Scarborough and Ryedale CCG’s Managing Performance Policy (copy enclosed).

Specifically, the areas I would like to discuss are: -

* e.g. Team working
* e.g. Your attitude towards others
* e.g. Your communication skills
* e.g. Your ability to deal with conflict

The aim of the meeting is to discuss any reasons which might explain why you have had difficulties in the above areas, identify any ways in which we can assist you in meeting the standards required and clearly define what those expected standards will be.

There will not be anyone else present at the meeting which is scheduled for *date*, at *time*, in *venue*. I would be grateful if you could confirm your attendance.

Yours sincerely

Name

Title