# APPENDIX 3 – EXAMPLE LETTER - OUTCOME OF STAGE 1

[headed paper]

date

STRICTLY PRIVATE & CONFIDENTIAL

Name

Address

Dear

Following our meeting on *date* I am writing to summarise the agreed actions.

This meeting was a Stage 1 meeting held under the CCG’s Managing Performance Policy. *I identified the following areas of concern, these are:-*

* e.g Team Working.
* e.g. Open and Honest Communication
* e.g. Self Awareness
* [as well as outlining the difficulties in each area, document the agreed objectives and any support that is identified.]
* [agree and document how performance against objectives will be monitored]
* [document the length of the monitoring period and agree how feedback will be obtained.]
* [document the potential outcomes of the process]

As this is Stage 1 of the Managing Performance Procedure I will review your progress formally in six weeks. If you have achieved all of your objectives and there has been a significant improvement in the way that you behave in the workplace, then we will refer back to the usual Performance Appraisal system and this will conclude the process. However, if at this stage you fail to achieve improvements in the 3 areas we identified, then we will go to Stage 2 of the CCG’s Managing Performance Policy.

I trust you agree that the above accurately summarises the contents of our discussion, please let me know as soon as possible if that is not the case.

Yours sincerely

Name

Title