# APPENDIX 4 – EXAMPLE LETTER - OUTCOME OF REVIEW UNDER STAGE ONE

[headed paper]

Date

Name

Address

Dear Name

Thank you for attending the meeting on *date*. The purpose of this meeting was to review your performance against the actions that we agreed upon at our Stage 1 meeting on *date*.

Where the manager has decided to set a further monitoring period this must be confirmed in writing, the letter should include:

* A reminder of what the problem is, including any new issues that may have arisen;
* Feedback – including from a mentor/coach if relevant;
* A reminder of what standard of performance is expected;
* The training/learning needs identified and what further training will be provided;
* What other assistance will continue to be given and/or what further assistance will be given if any has been identified;
* The period of time allowed for the improvement to take place and the date the situation will be reviewed;
* The consequences of not improving, i.e. a move to Stage 2.

OR - Where the improvement is satisfactory:

* Summarise the original problems;
* Outline the support put in place;
* Review the objectives that have been met;
* Outline what will happen now – i.e. a return to informal monitoring, the same as with all other staff. If any deterioration does occur within a twelve month period, a review meeting will be held to identify the reasons for the deterioration and determine the appropriate stage of the procedure for the action to recommence, i.e. this may be Stage 1, or may be Stage 2.

This completes Stage 1 of the Managing Performance Policy and I would like to take this opportunity of commending you on your hard work and commitment to this process and for the excellent progress you have made.

OR - Where there has been no/insufficient improvement:

* A reminder of what the problem is, including any new issues that may have arisen;
* Feedback, including from a mentor/coach where relevant;
* A reminder of what standard of performance is expected;
* The training/learning needs identified and what training/support has been provided;
* The period of time allowed for the improvement to take place and the amount of progress made;
* The fact that due to the lack of improvement, the next step in the process will be a meeting under Stage 2 of the procedure, who that will be with if known (manager), that someone from the HR (eMBED) Team will be at the meeting, and that the employee can be accompanied at the meeting.

I trust you agree that the above is an accurate summary of our meeting, if you disagree then please let me know as soon as possible.

Yours sincerely

Name

Title