# APPENDIX 5 – EXAMPLE LETTER - INVITE TO STAGE 2

[headed paper]

date

STRICTLY PRIVATE & CONFIDENTIAL

Name

Address

Dear Name

Further to the meeting held on *date* under Stage 1 of the CCG’s Managing Performance Policy & Procedure, you were notified that as your performance has failed to reach the expected standard, you would be required to attend a meeting under Stage 2.

This meeting has been scheduled for *date*, at *time*, in *venue*. Please confirm as soon that you are able to attend. *Name*, from Workforce will also be present. You have the right to be accompanied at the meeting by a Trade Union representative, or a work colleague, not acting in a legal capacity.

The areas of your performance which are giving concern, and therefore that I would like to discuss are: -

* e.g. Team Working.
* e.g Open and Honest Communication
* e.g. Self Awareness

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.

Yours sincerely

Name

Title

Cc: Name, HR (eMBED) Workforce representative