# APPENDIX 6 – EXAMPLE LETTER - OUTCOME OF STAGE 2

[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 2 meeting held under the CCG’s Managing Performance Policy. Also present was *name* from Workforce, and your representative, *name*. We discussed the following concerns:

* E.g Team Working.
* Open and Honest Communication
* Self Awareness
* [as well as outlining the difficulties in each area, document the agreed objectives, any progress made, and the support that was provided.]
* [document any additional difficulties that have arisen, and if any additional support has been identified]
* [document the length of the monitoring period and agree how feedback will be obtained.]
* [document the potential outcomes of the process]

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

Cc: Name, HR (eMBED) representative

Name, (Union) representative