**MODEL LETTER OF INVITE TO STAGE 1 FOLLOW UP MEETING**

PERSONAL

Dear

**Follow up meeting after the Stage 1 review period – Managing Performance Procedure**

I refer to the review period that was set at Stage 1 of the Managing Performance procedure in order for you to demonstrate a significant improvement in your work performance.

The review period ended on **<DATE>** and I write to invite you to attend a follow up meeting to discuss what occurred during the review period and to determine the next steps.

The meeting has been arranged for **<TIME>** on **<DATE>** in **<ROOM>** on the **<FLOOR and LOCATION>**. You may if you wish be accompanied by a trade union representative or work colleague. Please confirm your attendance at this meeting and let me know if you wish to be accompanied and if so, by whom.

**<NAME>**

**<JOB TITLE>**