**MODEL LETTER – OUTCOME OF CAPABILITY HEARING**

PERSONAL

Dear

**Stage 3: Outcome of Capability Hearing**

Following the capability hearing, under the Managing Performance procedure, I write to confirm that I am satisfied that your level of work performance has sufficiently improved and has met the requirements required. You will move out of the procedure and normal monitoring of your performance will apply.

It is important that you make every effort to sustain this improved level of performance. If at any point during the next 12 months your performance returns to an unsatisfactory level, I have the option as your manager to move you back into the procedure, at the same stage where you left it.

I trust this explains the outcome of the capability hearing.

Yours sincerely

**<NAME>**

**<JOB TITLE>**