**MODEL LETTER - OUTCOME OF STAGE 2 FOLLOW UP MEETING**

**PERSONAL**

Dear

**Stage 2: Outcome of the review period at Stage 2 of the Managing Performance procedure**

I refer to the follow up meeting held on **<DATE>** and

***Please choose the relevant paragraphs depending on decision***

**P1. Performance improved**

write to confirm that following the **<X>** week review of your performance, I am now satisfied that your level of performance has sufficiently improved and has met the requirements set out at the Stage 2 meeting on **<DATE>.** 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.

**OR**

**P2 Insufficient Improvement refer to Stage 3**

write to confirm that following the <x> week review period, you have not improved to the required standard of work performance and in line with the Managing Performance procedure I have decided to progress matters to Stage 3 of the procedure.

You are required to attend a Stage 3 Performance Capability hearing to be chaired by a Senior Manager who will consider all the facts. You should also be aware that a possible outcome of this hearing is dismissal from the Council’s employment although alternative options will also be examined. You will be notified in writing of the date, time and location of this hearing, in due course.

I trust this explains the outcome of the review period at Stage 2 of the procedure.

Yours sincerely

**Name**

**Job Title**