**MODEL LETTER - OUTCOME OF STAGE 1 DISCUSSION AND SETTING PERFORMANCE IMPROVEMENT PLAN**

PERSONAL

Dear

**Outcome of Stage 1 Discussion and Setting Performance Improvement Plan**

Please find enclosed a Performance Improvement Plan as agreed at our meeting.

You should be aware that if your performance does not improve to an acceptable standard during the **<X>** week review period, it is likely you will be moved into Stage 2 of the Managing Performance procedure.

In this event, you would be required to attend a Stage 2 Performance Review Meeting.

We will meet regularly to discuss your progress during the review period.

I trust this reflects the outcome of our meeting. If you have any queries, please do not hesitate to contact me.

Yours sincerely

**<NAME>**

**<JOB TITLE>**