**MODEL LETTER OF INVITE TO STAGE 1 DISCUSSION**

PERSONAL

Dear

**Stage 1: Discussion – Managing Performance Procedure**

I write to inform you that I have identified concerns in relation to the standard of your work performance and request that you attend a Stage 1 discussion with me under the Managing Performance procedure.

The purpose of the meeting will be to discuss the performance issues, ask you for an explanation and I will then decide how matters will be taken forward.

This may result in a Performance Improvement Plan being compiled to assist you to address any identified issues, which would be jointly agreed, with a review period then set to monitor your performance.

The discussion 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 the meeting and let me know if you wish to be accompanied and if so, by whom.

Yours sincerely

**<NAME>**

**<JOB TITLE>**