**MODEL LETTER OF INVITE TO STAGE 2 MEETING**

PERSONAL

Dear

**Stage 2 Performance Review Meeting**

Following the Stage 1 discussion and the opportunity to improveunder the Managing Performance procedure, I note that the review period set for a significant improvement to occur in your work performance ended on **<DATE>**.

As you have not achieved a significant improvement in the standard of your work performance during the review period set at Stage 1, I have decided to progress matters to Stage 2 of the procedure.

I write to request that you attend a Stage 2 meeting, the purpose of which will be to discuss your performance during the Stage 1 review period and decide the way forward. There are three possible outcomes as detailed in the Managing Performance procedure (as attached).

The meeting has been arranged for **<TIME>** on **<DATE>** in **<ROOM>** on the **<the FLOOR & 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.

Yours sincerely,

**<NAME>**

**<JOB TITLE>**