**MODEL LETTER OF OUTCOME OF CAPABILITY**

PERSONAL

Dear

**Outcome of Capability Hearing: Extension of Review Period**

Following the capability hearing, heldunder the Managing Performance procedure, I have determined that while you have not achieved a significant improvement in the standard of your work performance during the review period, there is further support that you could benefit from in order to attempt to improve your performance. At the meeting we discussed:

* <summarise points in meeting>

I have set an extended review period of <TIME>. I will write to you in due course inviting you to another capability hearing to determine if any improvement has been made.

Yours sincerely,

**<NAME>**

**<JOB TITLE>**