**MODEL LETTER – OUTCOME OF STAGE 1 FOLLOW UP MEETING**

PERSONAL

Dear

**Stage 1: Outcome of the review period at Stage 1 of the Managing Performance procedure**

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

I write to confirm that I am satisfied that your level of work performance has sufficiently improved and has met the requirements set out at the Stage 1 discussion 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.

I trust this explains the outcome of the review period at Stage 1 of the procedure.

Yours sincerely

**<NAME>**

**<JOB TITLE>**