PERSONAL

Dear

**Stage 2 Performance Review Meeting**

I refer to the Performance Review Meeting you attended at Stage 2 of the Managing Performance Procedure held on **<date>**.

Following our discussion at the meeting I have decided to apply outcome <number of outcome>. *Detail outcome, ie 1, 2 or 3 as per the Managing Performance policy and procedure:*

The reason for my decision is ………..

*Please insert one of the three paragraphs below depending on the decision (tailor the wording where appropriate).*

The review period for a significant improvement in your performance to occur will be extended for a period of **<number of>** weeks. I indicated to you the aspects of your work performance that required improvement and we referred to the Performance Improvement Plan, which has been updated following Stage 1 of the procedure. Appropriate management support and training will continue to be provided to you during the extended review period, as detailed in the Performance Improvement Plan.

If you achieve the required significant improvement in your work performance following the review period at Stage 2, you will move out of the Managing Performance procedure and normal monitoring of your work performance will apply.

If you do not achieve the required improvement in your work performance, matters will progress to Stage 3 of the procedure and you will be called to a Performance Capability Hearing where termination of your employment will be considered (although alternative options will also be examined).

**OR**

Matters will now progress to Stage 3 of the procedure and you will be called to a Performance Capability Hearing where termination of your employment will be considered (although alternative options will also be examined).

The manager who will chair the hearing will write to you in the near future to inform you of the date, time and location of the hearing.

**OR**

Matters will progress through the Managing Discipline policy and an investigation will be carried out. The manager who will chair the investigatory meeting will write to you in the near future to inform you of the date, time and location of the meeting.

I trust that this explains the outcome of the Stage 2 Performance Review Meeting.

Yours sincerely

**<NAME>**

**<JOB TITLE>**