

[Addressee]
[Address line 1]
[Address line 2]
[Town]
[County]
[POSTCODE]

[Date]

Dear [Enter name]

Performance Concerns

We have had a number of informal discussions concerning your performance with the last one being held on [Enter date]. I am writing to confirm the concerns I have raised regarding your capability to carry out the role of [Enter job title] which are set out below.

[Enter details of issues here]

During our discussion(s), the reason(s) you gave for your performance was/were [Enter details].

On this particular occasion I have decided not to proceed with the formal capability procedure as you have assured me that you will be able to resolve the issues of concern. Therefore, this letter should be treated as confirmation that I have discussed my concerns with you. You have indicated that you accept responsibility for your performance and will make every effort to address the issues we have identified.

This letter is not intended to be a formal warning and does not form part of the organisation's formal capability procedure. It simply marks a point in time at which we have informed you that we require an immediate and sustained improvement in the areas that we have discussed. I therefore expect the following standards/improvements to be reached by [Enter date].

[Enter details of improvement(s) here]

We will meet again on [Enter date] to review your progress in these areas and I very much hope that you will have achieved all the improvements required.

Although this is not a formal warning, should there be any repeat of this/these performance issues you may be subject to formal action.

If you have any queries regarding the content of this letter, please do not hesitate to contact me.

Yours sincerely

[Signatory name]
[Job title / Department]