

Private and Confidential

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

[Date]

Dear [Enter name]

Capability Meeting

You are required to attend a formal meeting under the organisation's capability procedure which is to be held on [Enter date] at [Enter time] in [Enter location].

The meeting will be conducted by [[Enter name]/myself]. The purpose of the meeting is to discuss your performance in the role of [Enter position] and to give you the opportunity to provide an explanation for the following specific matters of concern:

[Enter details/grounds for commencing this formal action]

Enclosed with this letter please find the following documents:

[List here all evidence enclosed with the letter, for eg: examples of poor work, tasks not completed and, if applicable, witness statements]

This information is provided for you to consider before the meeting and you will be given every opportunity to provide your explanation concerning *them/it at the meeting.

[Include the following paragraph where the employee does not have a current final improvement warning on file]

You should be aware that a possible outcome of the meeting could be a *formal/final improvement warning as set out in the organisation's capability procedure

OR

[Include the following paragraph if appropriate]

You should note that if you are unable to provide a satisfactory explanation for the failure to meet the organisation's standards as set out above, and taking into account the final improvement warning you received on [Enter date], your employment may be terminated.

You are entitled to be accompanied at the meeting by a work colleague or an accredited Trade Union official of your choice. Would you please inform me prior to the meeting who you intend to have accompanying you so that I can ensure their availability. If you chose to bring a trade union representative would you please let me have their name, *insert for non-unionised organisations* [union and position in it] no later than [Enter date and time]. If your chosen companion is not available please let me know as soon as possible.

I enclose a copy of the Company's capability procedure for your reference. OR

A copy of the Company's capability procedures can be found [Enter location]

Please contact me if you require any assistance in making the arrangements.

Failure to attend this meeting is a disciplinary offence and may result in disciplinary action.

Yours sincerely

[Signatory name]
[Job title / Department]