**Private and confidential**

[addressee]

[address line 1]

[address line 2]

[postcode]

[date]

Dear [employee's name],

**Proposal to put in place a Performance Improvement Plan**

I would like to arrange a meeting with you on [date] at [time] in [place] to discuss your performance at work and my proposal for us to put in place a Performance Improvement Plan. Also present at the meeting will be [name and job title]. You are entitled to bring a representative or other support person (such as a family member, union representative or a friend) to our meeting and I strongly encourage you to do so.

Please confirm that you are able to attend the meeting at the organised time by [time and date] or suggest an alternative date or time.

[Until now/ over the last [period]] we have taken an informal approach to improving your performance, providing guidance and support to assist you. I do not think that your performance has improved to a satisfactory level and I am proposing to take a more structured formal approach to working with you on your performance issues.

[As we have been discussing, your performance is based on both what you do (your work) and how you do it (behaviours and attitude). These are both important aspects of your role as a [job title]. It is an important term of your employment that you are able to do the whole of your job well and do it in the right way.]

My issues of concern relate to your ability to:

* Issue – example - be specific about the issues and specific instances where the performance standard is not being met.
* Issue – example

[If applicable: Attach or refer specifically to any supporting documentation in relation to the performance concerns. Provide all details you are relying on. Where possible note specific and relevant expectations that have not been met and why the underperformance or behaviour is not satisfactory]

I propose to put in place a Performance Improvement Plan with you. The purpose of the plan is to help you achieve a satisfactory level of performance. We will support you to reach this level, but it is important that you understand that if a Performance Improvement Plan is put in place:

* if your performance does not improve to a satisfactory level of performance against the objectives, measures and timeframes set out in the plan, then you may be issued with a **first written warning**.
* if after this your performance does not meet a satisfactory level during a further performance review period this may result in a **final written warning** and
* if after this your performance does not meet a satisfactory level during a further performance review period (or further review periods) this may result in the **termination of your employment with notice**.

I have developed a draft Performance Improvement Plan for you to read and think about before the meeting. The draft Performance Improvement Plan is attached to this letter. At the meeting you will be able to:

* give your feedback on the draft plan and suggest any changes you would like to make
* give any explanations or comments you have about the issues and concerns I have raised
* provide your view on whether you should have a Performance Improvement Plan in place.

After the meeting, I will think about what you have said and if I still think that you need to start on a Performance Improvement Plan, I will finalise the plan, taking your feedback into consideration, and give you a copy.

Points to note about the draft plan:

* It is proposed to start on [date] with the first review period ending on [date].
* It proposes that I meet with you [weekly or other appropriate timeframe] during the review period to discuss your progress and assist you with anything you may require help with.
* It proposes that [details of any other assistance / support / training that the employee will be provided with during the period.]

I realise that this may be an unsettling time for you and would like to remind you that our Employee Assistance Programme is available to provide you confidential support. [name of provider] is our provider and can be contacted on [phone number].

If you have any questions about this letter please contact me directly.

Yours sincerely

[name]

[title]