**Name**

**Address**

**Date**

Dear \_\_\_\_\_\_\_\_\_\_\_\_

I am writing to you today to invite you to a meeting to discuss your performance. We have previously met to discuss this matter and steps were taken to address what was identified as an insufficient level of performance. Unfortunately, there has not been the required level of improvement and as such you are now being invited to discuss the implementation of a Performance Improvement Plan (PIP). This is a formal process, deigned to support you in achieving the required standards in performance.

Please be sure to bring any supporting documentation to the meeting that you feel may support your position.

The meeting will take place at \_\_\_\_\_\_\_ (Location) on \_\_\_\_\_\_ (DATE) at \_\_\_\_\_\_ (TIME).

The specific areas of under performance that will be reviewed are:

* List each Reason / target

Please find enclosed the following document(s) relating to this process:

* Records of the previous Performance Management meetings and agreements
* Performance Improvement Plan Policy

While the Performance Improvement Plan is designed to help you achieve the required performance standards, you should be advised that failure to achieve the required standards could result in Disciplinary sanction being issued against you in line with company procedure.

You have the right, should you wish, to be accompanied by a fellow work colleague or trade union representative.

If you have any questions please do not hesitate to contact me.

Yours sincerely

***Name***

***Job Title***