**Name**

**Address**

**Date**

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

Further to our discussion on DATE, I am writing to request your attendance at a formal Capability Meeting.

The meeting will take place on \_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_. This meeting will be held in ***(Location)*** to discuss your capability to carry out your job role. I have attached a copy of the Company’s capability procedure to which I will be make reference during the meeting.

If you are unable to provide a satisfactory explanation for the matters of concern set out above, your employment may be terminated in accordance with our formal capability procedure.

You have the right, should you wish, to be accompanied to this meeting by an appropriate representative.

Yours sincerely

***Name***

***Job Title***