Dear

I am writing in relation to recent discussions surrounding your work performance in your role as a …..…………at ………………………

The following general areas of concern with regard to your work performance have been previously discussed with you:

* (INSERT CONCERN)
* (INSERT CONCERN)

As there has not been adequate improvement in the above areas during the last …… weeks of review, you are formally advised that you are now subject to a formal managing unsatisfactory performance improvement process.   
  
A flowchart outlining the details of the process as well as a copy of the relevant managing unsatisfactory performance procedure accompanies this letter.

If at the conclusion of the managing unsatisfactory performance process your performance remains unsatisfactory a disciplinary process may be initiated which could result in the termination of your employment.

On the basis of the above, I invite you to attend a meeting at (LOCATION), (TIME), (DATE) to discuss the enclosed draft Identification and Improvement Plan with myself and …………….. This meeting will provide an opportunity for you to comment, amend or make suggestions or inclusions to the plan. You will also have the opportunity to share any information which you believe may affect your ability to meet the requirements of your position. I encourage you to bring along a support person to this meeting. Further information in relation to the role of a support person is included in the attached procedure. A support person may include a union representative.

I understand that this may be a difficult time for you. I wish to remind you that the Employee Assistance Service is available to all departmental employees. The service is a free, confidential counselling and support service and is available on ………………

Yours sincerely

Principal

(LOCATION)