**You will need to ensure you REMOVE any paragraphs, wording or highlighted sections that aren’t relevant. If you need help on how to use the template letter please refer to the How to complete a Template Letter document on People First.**

[Letterhead Details]

**Strictly Private & Confidential**

***Addressee***

***Address 1***

***Address 2***

***Address 3***

***Address 4***

***Address 5***

***Ref: [Sender’s Initials]/[Employee’s Initials]/[Number]***

***[Date]***

***Dear [Employee Title, Employee Surname],***

**Re: Invite to Capability End of Formal Review Meeting**

Following our meeting on ***[date]*** you were placed on a capability formal review period. We agreed the review period would be for ***[length of monitoring period]***, commencing ***[date]*** and ending ***[date]***. As we are coming to the end of the review I am writing to you to confirm the details for your End of Formal Review meeting.

Our meeting will be held on ***[Date]*** at ***[Time]*** at ***[Location].***

Attending our meeting will be ***[Name, Job Title]*** and ***[Name, Job Title].***

Our meeting will be held under the Capability Policy, a copy of which I have previously provided to you. If you have not kept the copy please let me know.

You have the right to representation by a NHSBT employee or representative of a Trade Union you belong to, not acting in a legal capacity. It is your responsibility to organise this. If you are bringing a representative, please call/email me prior to the meeting to confirm who your representative will be (contact details below).

At our meeting we will review your progress during your formal review period and confirm whether or not you have achieved the standards set out in the action plan, and if your performance has improved to the standards required. Depending on the outcome of these discussions we will agree the next stages of either;

* Removing you from capability as your performance has improved and you have achieved all the required standards or
* You have made significant progress to achieving all the required standards and improving your performance and therefore we will consider extending your review period or
* You have not achieved all the required standards and there is no significant improvement in your performance and therefore we will consider moving to a Final Review meeting. A possible outcome of this meeting is dismissal on the grounds of capability.

I have enclosed some documentation which we will refer to during our meeting to discuss your progress, these include ***[Include details of what documentation is included e.g. feedback received from a trainer, other managers, action plan, statistics or reports from a specific database/system showing performance for your employee]***. If there is any documentation concerning your performance which you would like to discuss during the meeting, please can you ensure copies of these are provided to me before ***[date]*** by either emailing them to me at ***[email address]*** or posting/hand delivering them to me at ***[address location]***.

I would like to remind you of the Employee Assistance Programme you can access should you feel this would be supportive. The service is available 24 hours a day, 7 days a week, providing professional help to deal with work or personal issues. If you feel you might benefit from accessing this programme you can either call the 24-hour telephone line on **0800 716017**.  Alternatively if you just wanted to find out more about it you can visit their website [www.employeecare.com](http://www.employeecare.com), the ‘access code’ and ‘password’ are both 72992.

To ensure there is no unnecessary delay in holding the meeting I would encourage you to make every effort to be able to attend on the date and time outlined above. If, however, you are unable to attend this meeting, please speak with me before ***[date]*** so that I can consider the reasons and find a suitable alternative date. You can call me on ***[contact number]*** or if you have to leave a voicemail message please also email me at ***[email address].***

If you have any questions in advance of the meeting, please do not hesitate to contact me.

All details of this process under the Capability Policy should remain confidential and discussed only between those parties directly involved in the process. Contents of correspondence and case details should not be disclosed to other parties with the exception of your trade union representative. This requirement for confidentiality applies verbally, electronically, to use of social media and sharing hard copy content.

***Yours sincerely,***

***[Name]***

***[Job Title]***

cc: ***[Enter relevant details]***

Encl.  ***[Enter relevant details]***