**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 (Full Name)***

***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 Final Review Meeting**

Following your letter dated ***[Date]*** sent by ***[name of person who sent the End of Final Review Outcome letter]*** advising you that your capability process would be moving to a Final Review meeting***,*** I am writing to confirm the details of your meeting.

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

I will be chairing the panel supported by ***[Name, Job Title].***

(\*If a note taker has been organised include the following sentence)

\****[name and job title]*** will be note taking.

(*NOTE. If a note taker has not been organised, ensure one is and advise the employee who it is in advance of the meeting)*

The meeting will be held under the NHSBT’s Capability Policy, a copy of which is enclosed.

The management case will be presented by ***[Name, Job Title]*** supported by ***[Name, Job Title].***  Management will be provided the opportunity to put forward any supporting evidence which will include a summary of the management of your capability and details of your performance. (\*If including management statement of case include following paragraph)

\*A copy of the management case is enclosed.

*(If not including management statement of case need to ensure management team are aware a copy to be sent to employee in advance of panel meeting)*

You will also have an opportunity to present your case. If you intend on submitting any paperwork that you wish the panel to consider, please send it to ***[Contact details]*** no later than 3 days prior to the Panel Meeting. If you submit any evidence on the day, it will be at the discretion of the panel as to whether it will be considered.

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).

The meeting will be held for the panel to review the areas where you are not meeting the performance standards required, the actions and process followed to support an improvement in your performance, any issues raised by you and to consider your employment.

I need to advise you that one of the outcomes of the Final Review Meeting is dismissal on the grounds of capability.

All details of your management under the Capability Policy should remain confidential between all parties involved in the process.

I also wanted to remind you of our Employee Assistance Programme. 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].***

In the meantime if you have any questions pleaselet me know by either calling me on ***[telephone number]*** or email me at ***[email address]***.

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:]***

***[Encl.]***  Capability Policy

 Management Statement of Case