**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. Outcome of Capability Final Review Meeting**

I am writing to confirm the outcome of the Final Review meeting held in relation to your capability.

The meeting was held on ***[Date, Time and Location]***. I chaired the meeting and was supported by ***[Panel name/s and job title/s]***. (\*Delete as appropriate) \*You attended and were represented by ***[Representative name]***, ***[Union name or job title if work representative]***. OR \*You were not represented and confirmed that you were happy to continue with the meeting without a representative being present.

***[Name of Manager and job title]*** and ***[Name of Manager support or HR support and job title]*** presented the management case.

The meeting was held under the Capability Policy.

The Final Review meeting was held to consider your performance in your role. We considered the areas where you are not meeting the performance standards required, the management process that has been followed leading to the Final Review meeting, the management case and the case put forward by you (\*and your representative).

The management case stated;

***[Enter a summary of the case put forward by management]***

Management confirmed that ***[Include details of any actions management confirmed they had taken to support an improvement in performance e.g. training, shadowing, one-to-one meetings held etc]***.

You provided ***[Enter details of the case provided by the employee, any mitigating circumstances they provided, what they have done to try and improve their performance and any comments made around the management case they shared with the panel]***.

The panel considered all the information provided in relation to this case, both prior to the hearing and during the hearing. In making the decision consideration was given to the following;

* ***[Include details of what you considered towards your outcome]***

The Panel informed you that after careful consideration, its decision was to ***[Include details of decision]***.

\****Delete as appropriate*** \*(Dismissal)

(\*If outcome is dismissal include the following 5 paragraphs)

\*The dismissal would take effect as of the date of the ‘Final Review Meeting’ ***[date of the final review meeting]*** and in accordance with your contract of employment you would be paid ***[length of notice e.g. 4 / 8 / 12 weeks]*** notice plus any outstanding annual leave, in line with the NHS Terms and Conditions and/or Working Time Directive whichever is applicable. This notice period will be paid at full pay.

\*Your last day of employment of the ***[length of notice period e.g. 4 / 8 / 12]*** weeks’ notice will therefore be ***[date of end of employment]***.

\*As explained during the meeting you will need to ensure that all NHSBT property is returned. Please liaise directly with ***[Manager details]*** on ***[telephone number]*** to organise this, if you have not already returned any NHSBT property.

\*You are advised of your right of appeal against this dismissal, which must be in writing within 7 calendar days of the date of this letter. This should be sent to the Appeals Secretary, by email to [Kirsty.Stewart@nhsbt.nhs.uk](mailto:Kirsty.Stewart@nhsbt.nhs.uk) within 7 calendar days of the date of this letter.

\*I would like to take this opportunity on behalf of NHSBT to thank you for your years of service and for your commitment to the NHSBT organisation during your employment. ***[Include any other personal comments that you may wish to add e.g. hope their condition improves etc].***

(Extension of Review Period) ***(please delete heading)***

(\*If outcome is Extension of Formal Review period include the following 3 paragraphs)

\*We confirmed that, from the information provided we felt there was enough detail to indicate that an improvement in your performance to the standards required could be met with an extension of the Formal Review Period. The reason/s for this is ***[Enter reasons]***.

\*The extension will be for ***[length or review e.g. 2 weeks, 1 month etc]*** commencing ***[date]*** and ending ***[date]***. You and your line manager will need to arrange to meet to discuss and agree an updated/ revised action plan for the extension period. We will advise your line manager to organise the meeting.

\*You are advised of your right to appeal against this decision, which must be in writing within 7 calendar days of the date of this letter. Your appeal letter should be addressed to me, as chair of the panel and either sent to ***[address/location for the letter to be sent to]*** or emailed to ***[email address]***.

(Move back to Initial Consideration stage) ***(please delete heading)***

(\*If outcome is to move process back to Initial Considerations include the following 3 paragraphs)

\*We confirmed that, from the information provided we felt there was enough detail to indicate that not all considerations had been fully explored before moving to the Formal Review stage. The reason/s for this is ***[Enter reasons]***.

\*You and your line manager will need to arrange to meet to discuss and agree actions around the areas that we felt were not explored at the initial consideration stages. We will advise your line manager to organise the meeting.

\*You are advised of your right to appeal against this decision, which must be in writing within 7 calendar days of the date of this letter. Your appeal letter should be addressed to me, as chair of the panel and either sent to ***[address/location for the letter to be sent to]*** or emailed to ***[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.

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 783 2808**. Alternatively, if you just wanted to find out more about it you can visit their website <https://healthassuredeap.co.uk/>, the ‘access code’ and ‘password’ are both 72992. You can also access the service via your own personal e-mail address. This service also extends to leavers for up to 3 months after your employment ceases.

Yours sincerely,

***[Name]***

***[Job Title]***

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

(\*if outcome is dismissal) ***\*Anna Early, HR***

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