**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: Capability Formal Mid Review Meeting Outcome**

I am writing to confirm the outcome of our Capability Formal Mid Review Meeting. Our meeting was held to review your progress during your Capability Formal Review and assess where we are with your action plan.

We met on ***[Date, time and location]***.

Attending our meeting was ***[Names of Attendees]****. (If no representative was present include the following sentence)* You confirmed to me that you were happy to hold our meeting without a representative being present.

Our meeting was held under the Capability Policy.

In reviewing your progress, we discussed ***[include details of discussions, these should include a review of their action plan, discussions around any documentation provided by you in relation to whether or not performance is improving, feedback from your employee about their performance, any documentation they provided and discussions they raised in relation to their action plan, their progress and any concerns they have around the areas you raised].***

We agreed ***[Include any details of anything agreed e.g. around continuous support, or any support that should have been provided by now which hasn’t, anything additional to the original support identified that has been agreed and timescales]***.

*(\*Use one of the following 2 paragraphs depending on the progress of your employee)*

\*I confirmed that you are showing improvement and are working well to develop your skills to meet the performance levels required and am hopeful that you will achieve the performance standards set.

\*I confirmed that there still needs to be significant improvement in your performance for you to be able to achieve the performance standards set. I also expressed my concerns at your progress and therefore encouraged you to fully focus on your action plan and any support agreed. ***[Include any other details discussed around your concerns].***

We will continue to hold regular one-to-one meetings to continue to ensure you are supported throughout the remainder of this process. We will also hold a Formal End Review meeting which will take place on ***[date and time]***. I will write to you closer to the date to confirm the full details. Please make sure you keep this date and time free and if you want to bring a representative, you make them aware of the date and time in advance so they can make sure they are available.

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.

*(\*Delete paragraph as appropriate)*

*(if there is improvement in performance include following paragraph)*

\*I am extremely happy to see the improvement you have been making and hope that this will continue.

*(if there has been little or no improvement in performance include following paragraph)*

*\*Y*ou still have some way to go to show the improvement you need to meet the standards required. I hope that our discussions today help you to focus in order to achieve the performance required.

In the meantime, if you have any questions 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]***