

Insert Company
Logo

Date

<Employee Name>

Physical Address or email address
Address

Strictly Private and Confidential

Dear <Employee Name>,

RE: Performance Improvement Plan Outcome

You have been placed on a performance improvement plan from <insert date>. Since this plan was implemented, we have had a number of review meetings with you to discuss your performance and to provide assistance to you in order for you to meet the company standards.

As discussed with you at your last performance improvement plan review meeting, your performance improvement plan has come to an end and your performance is not at the required company standards. We discussed that there may be further action taken as a result of you not satisfying your Performance improvement plan.

It is with regret, that we will require you to attend a disciplinary meeting to discuss this matter further. At this meeting, you will have the opportunity to explain your actions and add any comments you may have.

The outcome of the meeting could result in disciplinary action up to and including a <insert possible outcome> and a possible extension of your previously agreed Performance Improvement Plan. However, we have made no decisions or will not make any decisions until we have had an opportunity to listen to your point of view as well as consider all the facts.

You are requested to attend and exercise your rights at the meeting. If you do not attend the meeting, the meeting will proceed in your absence.

The disciplinary meeting will take place on <insert date, time and location of meeting>. At the meeting <insert company representative> will also be present.

You are entitled to bring a support person or representative to the meeting and we encourage you to do so. Please let me know by <Date> if you will be bringing a support person or representative, and who that person will be.

Please confirm your attendance at this meeting by <insert date and time>. If I do not hear from you by this time, I will assume that the meeting is confirmed.

The purpose of this template is a guide for employers. It is recommended that employers use their judgement and tailors the template to their specific requirements.

Insert Company
Logo

Yours sincerely,

Manager
Manager Title
Company

cc: anyone from the organisation that you are sending this letter to