**Appendix A - INVITE TO INFORMAL STAGE 1 MEETING**

|  |  |
| --- | --- |
| **Private and Confidential**  **Employee Name**  **Employee Address** | Salisbury NHS Foundation Trust  Salisbury District Hospital  Salisbury  Wiltshire  SP2 8BJ  Telephone (01722) 336262 Ext. xxxx |

**Xx month, 2021**

Dear

**PERFORMANCE MANAGEMENT POLICY**

**INVITE TO INFORMAL STAGE 1 PERFORMANCE MEETING**

Further to our conversation today regarding **(brief description)**, I am writing to invite you to attend an informal performance meeting

This meeting has been arranged as follows;

Date:

Time:

Venue:

Attached with this letter is a copy of the Trust’s Performance Management Policy and I would ask that you refer to this prior to the meeting.

At the meeting we will discuss the areas of your performance where concerns have been raised, consider the reasons behind this and endeavour to offer assistance to help you achieve the required standard.

Please can you confirm that you are able to attend this meeting as soon as possible and if you have any further queries please do not hesitate to contact me

Yours sincerely

**Name**

**Job Title**