**Appendix B – INVITE TO FORMAL STAGE 2 MEETING – FIRST WRITTEN WARNING**

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| **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 FORMAL STAGE 2 MEETING**

Following the informal performance counselling meeting held on **(insert date)** this letter is to inform you that further discussion about your performance is needed, as **no/insufficient** improvement has been seen

I would therefore like to review your performance in more detail and have arranged a meeting in accordance with the Trust’s policy on Performance Management. The meeting details are as follows:

Date:

Time:

Venue:

At this meeting we will discuss those aspects of your performance which are still below the required standard in more detail, set you some SMART objectives and identify ways in which I can support you further.

The area/s of concern that we will be discussing are highlighted below

* (**Insert a description of the performance deficits in detail to ensure that the employee fully comprehends their nature, extent and seriousness**).
* **Also reinforce the consequences of continued poor performance i.e. escalation to Stage 3 of the policy**

A copy of the Performance Management Policy was provided for your information during the informal stage of this process and I would ask you to refer to this prior to the meeting. I would like to confirm that this is a Formal Stage 2 Meeting and I will be accompanied by **(insert name and job title).**

You have the right to be accompanied at this hearing by a work colleague or trade union representative and I would be grateful if you could let me know who this companion will be.

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

Yours sincerely

**Name**

**Job Title**