*\*\*BLUE TEXT SHOULD BE REMOVED BEFORE ISSUE\*\**

***Warning/Final Warning of Poor Performance***

*As with disciplinary issues, you must follow your handbook and the ACAS disciplinary process, there are three formal stages to go through: a warning, a final warning and finally dismissal. Prior to taking any dismissal decision, you should also give consideration to offering any available alternative employment which is within the level of capabilities of the employee.*

*N.B. The letter should be signed by the person who conducted the performance review meeting whenever possible.*

Date .................................................... (insert date)

Dear .................................................... (insert name of employee)

Further to your performance review meeting on ……………….. (insert date), this letter confirms the points agreed at that meeting. A copy of this [final] warning of poor performance will be placed on your personnel file.

At the meeting you were given the statutory right to be accompanied and you chose to (waive this right/have in attendance ……………….. (insert name of trade union official or work colleague)).

We discussed the following areas of your current performance where the Company is of the opinion that you are failing to meet the required and notified standards:

• (Summary of performance issues discussed.)

In explaining your downturn in performance, you raised the following points:

• (Summary of points raised by employee.)

You now need to improve your performance in the following ways:

• (List how employee needs to improve their performance in relation to each of the areas where they are failing to meet the required standards.)

The Company would also like to offer you the following (internal/external) training: ….. (list training to be given). If you think there are additional ways in which we can help you to improve your performance, please speak to ……………….. (insert name).

The Company is prepared to allow you a [further] period to improve of (three/six) months commencing on ……………….. (insert date). During this period, we will meet with you on a (fortnightly/monthly) basis to review your performance and to discuss what, if any, progress or improvement you have made.

If you fail to make sufficient progress, you will be advised of this fact and details will be provided to you. We must also warn you that failure to reach the required standards by the end of the (three/six) month period is likely to result in further formal action being taken. The consequences could be [a final warning of poor performance] [your dismissal on the ground of poor work performance].

(Where the employee is being issued with a final warning of poor performance:) [Prior to any dismissal decision, the Company will of course give consideration to offering you any suitable alternative employment within your capabilities.]

We hope that you will work with the Company to improve your performance so that further action will not be necessary.

This [final] performance warning forms part of the formal performance management process under the Company’s capability procedure and will remain active for a period of ……………….. (insert number) months from ……………….. (insert date of letter).

You have the right to appeal against the Company’s decision if you are not satisfied with it. If you do wish to appeal, you must inform the Company in writing in accordance with the Company’s capability procedure, a copy of which is attached for your information. If you do appeal, the Company will then invite you to attend an appeal meeting which you must take all reasonable steps to attend

Meeting conducted by: ...........................

Yours sincerely

....................................................

For and on behalf of the Company

Please sign and return a copy of this letter to indicate that you have received it and understand its contents.

Signed: .................................... (insert name of employee)

Date: ........................................ (insert date)