**Appendix 4**

THIS IS A TEMPLATE LETTER – PLEASE AMEND IT AS NECESSARY TO SUIT THE SITUATION

Please transfer to the school headed paper.

Address

Date

Dear

**INFORMAL CAPABILITY GUIDANCE OUTCOME MEETING**

I am writing to confirm the outcome of your recent Informal Capability Guidance meeting held on [date].

The purpose of the meeting was to discuss my concerns and the issues relating to your performance in relation to your role of [role & grade]. In particular:

**[list concerns here]**

I explained to you that an improvement was necessary for you to reach the required level for your role and, to assist you to achieve that level, an Action Plan was drawn up. I have enclosed a copy.

Your progress will be monitored over a period of [insert the number] weeks/months, and during this time regular 1:1 /supervision meetings will be held to support you to reach the performance standards required.

I informed you at the meeting that the appraisal process has stopped and that the capability process has commenced.

You should be aware that if there is insufficient improvement in your level of performance during the agreed monitoring period, the formal Capability Procedure may be instigated, which could result in a First warning being issued to you. I will meet with you again on [date and time] to discuss your level of improvement.

I should also advise you that a copy of this letter will remain on your personal file for the next 12 months and may therefore be referred to again after the monitoring period, if further concerns arise regarding your performance.

I hope that any further action will not become necessary, and that your performance will improve.

I appreciate this may be a difficult time for you. You can access the School’s 24-hour Employee Assistance Programme for completely independent confidential support and advice, by telephoning [insert the company details] on [insert telephone number].

Yours sincerely

First Name and Surname

**Job Title**

Name of School