**LETTER NOTIFYING AN EMPLOYEE OF A PERFORMANCE IMPROVEMENT PLAN DEVELOPMENT MEETING**

***[Insert date]***

Dear ***[insert employee’s name]***,

I would like to meet with you to discuss aspects of your work performance and the measures that can be implemented to improve the standard of your work.

The meeting will take place at ***[insert time]*** on ***[insert date]*** at ***[insert venue]***.

Yours sincerely,

***[Insert name and position title]***