**LETTER NOTIFYING AN EMPLOYEE OF A MEETING TO DISCUSS POTENTIAL DISMISSAL**

***[Insert date]***

Dear ***[insert name of employee]***,

I refer to the performance improvement plan that has been operating since ***[insert implementation date]***.

I wish to meet with you to discuss continuing concerns regarding your unsatisfactory performance, which I believe require a review of your ongoing employment.

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

Attendees at the meeting on behalf of the company will be ***[insert name/s and title/s of attendees].***

You may bring a support person to the meeting. If you wish to do so, please let us know who will be attending.

Yours sincerely,

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