### Performance Meeting Notification Letter

*<Insert Company Details>*

*<insert date>*

*<insert employees name & address>*

*Dear <insert employee name>*

Further to our conversation you are requested to attend a meeting to discuss your performance relating to *<insert performance issue>* and decide on the appropriate course of action going forward.

The details of this meeting are below:

*<insert date>*

*<insert time>*

*<insert location>*

Myself and *<insert name (if applicable)>* will be in attendance.

You are welcome to bring a support person to this meeting such as a friend or family member and any documentation or supporting evidence.

Please note that upon the conclusion of this meeting, you may be issued with a formal warning letter.

If you have any queries about this process, please contact me.

*<insert name and title of signature, e.g. Manager>*