**Private and confidential**

[addressee]

[address line 1]

[address line 2]

[postcode]

[date]

Dear [employee's name],

**Preliminary decision; termination of employment on notice for poor performance**

As discussed at our meetings on [date], [date] and [date], I have had concerns about your performance, particularly in relation to [specific areas]. Over the past [time period], you have been working under a Performance Improvement Plan (PIP) designed to assist you in achieving a satisfactory level of performance.

During this period, as part of assisting you in improving your performance, I have [insert assistance / support / training provided].

**Preliminary view about performance**

Unfortunately, you have not improved your performance to a consistent acceptable standard as required. On [date], you were issued with a first written warning in relation to your poor performance. Subsequently, on [date] you were issued with a final written warning for your poor performance.

We started a further PIP period on [date] to help you achieve a satisfactory level of performance. During this PIP period, I have assisted and supported you to reach your performance by [details].

This PIP period has now ended and it is time to assess your performance over that period. My preliminary views about this are set out in your PIP which I have attached to this letter. You will see that I have added my initial assessment of your performance and whether you have met the required standard.

|  |
| --- |
| Note: you will need to have completed an initial assessment of the employee’s performance and recorded this against the measures in the PIP |

Based on my initial assessment of your performance, my preliminary view is that you have not consistently reached the required standard over this last review period.

In addition, I have considered your performance over the whole period during which you have been on performance improvement plans. My preliminary view is that your performance over this period has been unsatisfactory.

Specifically, [details of unsatisfactory performance.]

I have not yet made a final decision about your performance during the third PIP period or during the performance improvement process as a whole. I would like to hear your response about your performance against each of the objectives and about my preliminary views.

**Preliminary decision – Termination of Employment on notice**

My preliminary view is that your performance has not consistently reached the required standard in this final PIP period or during the course of the PIP as a whole despite the substantial assistance and support provided to you and we now need to consider the future of your employment with us.

[Insert consideration of other options – i.e. redeployment to another role; lighter workload; other areas the employee might perform well in. If not appropriate, state why.]

I have considered other possibilities, but my preliminary view is that none of these options are appropriate for the reasons set out above. My preliminary view is therefore that your employment should be terminated, on notice, on the basis of poor performance.

**Meeting**

I would like to meet with you so that you can give me your response to my preliminary view on your performance and my preliminary decision to terminate your employment on notice on [date] at [time] and [place]. At our meeting I will be accompanied by [name], [position title]. You are strongly encouraged to bring a union or legal representative and / or a support person with you. Please confirm that you are able to attend the meeting at the organised time by [time and date] or suggest an alternative date or time.

At our meeting, you will have the opportunity to provide feedback on all aspects of your performance against the PIP and my preliminary view to terminate your employment. You can raise any matters or options you believe should be considered. I will take your feedback and any suggestions into account in making my final decision.

I am disappointed that we have reached this stage in the process and I understand that this may be a challenging time for you. I would like to remind you the Employee Assistance Programme is available to provide you confidential support. [name of provider] is our provider and can be contacted on [phone number]. If there is any other reasonable assistance I can provide to you during this period please let me know.

Yours sincerely

[name]

[title]