Date: [Enter Date]

[Full Name of Employee]

[Address of Employee]

Dear [First Name of Employee],

**RE: NOTICE TO ATTEND A UNSATISFACTORY/UNACCEPTABLE WORK PERFORMANCE MEETING**

You are required to attend a meeting at [Address] on [Enter Date] at [Time] to assess your work performance.

Details:

[Enter details of poor work performance]

You are entitled, if you wish, to be accompanied at the meeting by a support person, who may be another work colleague or a union representative.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
[Name]  
[Position Title]

Acknowledgement of receipt by the employee:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature