<insert date here>

<insert employee’s name here>

<insert employee’s address here>

<insert employee’s address here>

Dear <insert employee’s name here>,

**NOTIFICATION OF MEETING TO DISCUSS PERFORMANCE AND/OR CONDUCT ISSUES**

I am writing to you to notify you that I wish to discuss the following matters with you that relate to your conduct in the workplace and your capacity to carry out the duties of your position. I intend to discuss these issues with you a meeting on <insert time and date of meeting here>.

The issues I wish to raise with you include;

* <insert issues here with sufficient information provided to ensure that the employee understands in advance the issues that are to be raised>.

The issues that are to be discussed are viewed seriously by management and if established, may result in disciplinary action being taken.

If there are any matters you wish to raise with me or if your require clarification of these issues prior to this meeting, please feel free to discuss them with me.

You are entitled to have a support person present with you during our discussion.

Yours faithfully,

<insert name here>

<insert position title here>

<insert company name here>