<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 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>.

I wish to make it clear that the issues raised in this correspondence are considered to be very serious. Whilst I have not formed a final view in relation to the issues we will be discussing, and I will not be doing so until I have provided you with an opportunity to respond to the issues, you are advised that unless you can provide an explanation of your conduct which is acceptable to me or provide any information that would mitigate your actions, it will result in disciplinary action. The extent of any disciplinary action that may be taken will depend on the findings of my investigations which will include consideration of any information provided by you at the meeting and any other relevant factors; however, you are advised that it may result in the termination of your employment with us.

You are not to attend work until we have had his meeting. You will continue to be paid in the normal way until that time.

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>