**Private and Confidential**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

**Re: Requirement to attend capability meeting**

I am writing to inform you that you are required to attend a capability meeting to discuss the following matter(s) of concern:

* *[Insert details of matter of concern]*

The meeting will take place on *[insert date and time]* at *[insert location]* and will be conducted by *[insert name]*. *[Insert name of note-taker]* will also be present to take minutes. If for any reason you will be unable to attend at the scheduled time/location, please let me know as soon as possible.

I have attached copies of the evidence that will be used at the meeting, as follows:

* *[Insert list of documents eg time sheets, copies of emails etc – any proof of their incapability]*

I must inform you that, in the event that these matters of concern are substantiated, you may be issued with a *[insert appropriate sanction as per your capability procedure eg written warning].*

You have the right to be accompanied at the hearing by a colleague or a trade union official. Please confirm whether you wish to be accompanied and if so, who you wish to be accompanied by so that we may make arrangements in this regard.

For your information, I have attached a copy of our capability procedure.

Yours sincerely

*[Insert name]*

*[Insert job title*]