DATE:

NAME OF EMPLOYEE:

**Notice to Attend a Consultation: Poor Work Performance**

Dear ……

Management is concerned about the following aspects of your work performance:

We accordingly wish to meet with you to discuss this in order to assist you and to determine a way forward in order to address the performance concerns raised above.

You may bring a fellow employee to represent or assist you at the consultation.

**Details of the Consultation**

Venue:

Date:

Time:

**Management representative:**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:

**Kindly confirm that you have received this notice by signing below:**

I, the undersigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(employee’s name and**

**surname),** acknowledge receipt of this notice.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date and time Place