STRICTLY PRIVATE AND CONFIDENTIAL

[Recipient’s Name and Address]

Dear <Title, Surname>,

**Invite to Stage 1 final review meeting**

Following the initial meeting for Stage 1, I am now writing to invite you to the Stage 1 final review meeting under the NHSScotland Capability Policy. The meeting will be held on:

Date: <Date

Time: <Time>

Location: <Location>

I will chair the meeting and will be supported by <Name of HR representative> <Job Title>.

You have the right to be accompanied by a trade union representative or work colleague. If you want to exercise this right, it will be your responsibility to make the necessary arrangements.

The purpose of the meeting is to review the progress to date and whether you have achieved the required standards agreed at the Stage 1 initial meeting.

The outcome of the meeting will fall into one of the following categories:

* You have met the required performance standards set and no further action is required.
* You have not met the performance standards set due to extenuating circumstances, and improved performance is anticipated or will be achieved through the introduction of further support measures not previously identified. The review period will therefore be extended.
* You have not met the performance standards set, and therefore the matter will progress to Stage 2.

Please confirm your attendance by contacting <Name, job title> on<Tel No> and advise of the name and role of anyone accompanying you by <Date>.

I note that a copy of the NHSScotland Capability Policy has previously been sent to you. Should you require a further copy of the Capability Policy, it can be found on [www.workforce.nhs.scot](http://www.workforce.ns.scot/) website. Supporting documentation is enclosed for your information.

I would like to take this opportunity to remind you that confidential occupational health service advice is available if you require support with any health issues as a result of the capability process. Details can be found on the Board’s intranet page.

In the meantime, if you have any queries regarding the above, please do not hesitate to contact me.

Yours sincerely,

**<Name of Manager>**

**<Job Title>**

cc: <HR>

 <Trade Union Representative or work colleague>

Encl: <OHS report/s>

 <Any other supporting documentation>