**Private and Confidential**

(Insert name of employee)

(Insert correspondence address)

(Insert date)

Dear (Insert name of employee)

**Performance Management – Informal Stage**

Following our meeting on **(insert date)** I write to confirm that we have agreed to work together under the informal stage of the Trust’s Performance Management Policy to improve your performance in the identified area(s) of concern.

Enclosed is a copy of the above-mentioned policy for your information and reference.

As discussed, the identified areas of concern are:

**(insert area(s) of concern identified in the supervision/meeting and illustrated in the agreed action plan)**. The enclosed action plan illustrates the identified areas of concern, our agreed measures, responsibilities, monitors, reviews and timescales to support you to improve your performance to a satisfactory standard. We agreed that the informal stage of the procedure would cease on **(insert date).**

We agreed that progress would be monitored during supervision meetings on a **(insert agreed frequency e.g. fortnightly basis)** and a final informal review will be held on **(insert date on or just before cease date, timings and venue agreed)**.

I would like to emphasize again that the aim of this procedure is to support you to improve and sustain your performance within your current role, within the agreed timeframe and with the support of the agreed action plan. Therefore if the informal review concludes and your performance has not improved to a satisfactory level the formal stages of the procedure will be invoked.

Yours sincerely,

**Line manager**

**Job Title**