

Date

**PRIVATE & CONFIDENTIAL**

First Name Surname  
Street Address  
Suburb State Postcode

Dear First Name

**RE: Attend a Formal Performance Discussion**

I request you attend a **Insert: First, Second or Third** Formal Performance discussion on **Insert: Date** at **Insert: Time**. The meeting will be held **Insert: Location**. Present at the meeting will be **Insert: Managers or supervisors** present.

You may bring someone along for support.

The discussion will be focused on:

1. **Insert: Issue to be discussed (be specific with dates, conversations, actual events or data)**
2. **Insert: Issue to be discussed**
3. **Insert: Issue to be discussed**

The outcome of this meeting may result in you being issued with your **Insert: First, Second or Third** Formal Warning.

Should you have any queries please discuss with me.

Yours Sincerely

**Insert: Managers Name**

**Insert: Managers Title**