## PRO7

## Sample pro-forma letter inviting a probationary member of staff to a formal interview to consider concerns about their conduct or work performance

**PERSONAL AND CONFIDENTIAL**

Dear ,

 I am writing to inform you that, as our discussion on [date] has not resolved concerns about your #C conduct #C work performance, it has been decided to convene a formal interview in accordance with the procedures for dealing with work or conduct issues in respect of all #C university support #C academic-related staff on probation laid down in the University’s Handbook for #C Staff (#C edition), section #C (copy attached). The concern(s) about your #C conduct #C work performance is/are as follows;

 STATE CONCERNS(S) e.g. (i) you have....at..on...in...with the result that...

 The formal interview to consider the above concerns(s) will be convened at #C in #C, on #C and will be chaired by #C (name/title - head of department or duly authorised nominee), and #C (name/title) will also be present. At the interview you will have the right to state your case in response to the concern(s) raised and you may be accompanied by a union representative, or by a colleague of your choice from within the University, who may speak on your behalf.

 I have to advise you that if, on the evidence available, the department believes that a formal warning is appropriate, this will be given in the course of the interview and subsequently confirmed in writing. Guidance will also be given on the improvement in #C conduct or #C work performance required from you and the timescales for any such improvement. Consideration may also be given to extending your probationary period.

 Please contact #C if you have any queries about this matter.

 Yours sincerely,

 Head of Department

 (or duly authorised nominee)