Addressee

Address Line 1

Address Line 2

Dear

I am writing in relationto recent discussions surrounding your work performance in your substantive role as [Role Title], [Work Area], [Portfolio].

While I plan to address the current issues of your performance with you, it is also relevant to highlight the ongoing pattern of concerns regarding your performance which have been raised in previous meetings.

The following are the general areas of concern with regard to your work performance:

(Examples)

* Excessive taking of sick leave;
* Regular unexplained absences from the work place;
* Failure to lodge leave on Aurion within XX hours of return to work;
* Failure to work autonomously, whilst remaining part of a team;
* Failure to perform AO… level duties as per Position Description, list/s of duties, activities & work priorities;
* Failure to complete tasks by the due dates as per manual; and
* Failure to complete, on time, general tasks assigned by your Manager

As there has not been significant improvement in the above areas during the last 8 weeks of review, you are now formally advised that you are to be placed under a formal performance improvement process. The designated performance improvement period will be three months effective from the date of signing off a performance improvement plan which will be developed with you.

Should you show a significant improvement in your work performance consideration may be given to return to a regular performance management review process or alternatively, to extending your performance improvement period for 3 months dependent on the level of progress you have made. If progress during the performance improvement period remains unsatisfactory or if the designated performance requirements are not met at the conclusion of the performance improvement period, a discipline process may be initiated which could result in the termination of your employment.

An appointment will be made with you to discuss your performance, performance expectations and the enclosed draft performance improvement plan and performance indicators with [supervisor] and [reviewer]. This meeting will provide an opportunity for you to comment, amend or make suggestions or inclusions to the plan to ensure targets, outcomes and strategies for performance improvement are appropriate and achievable. You will also have the opportunity to share any information which you believe may affect your ability to meet the requirements of your position. You are welcome to bring a support person or union representative with you to this meeting. Please note that you will be required to formally sign off on and commit to the agreed performance improvement plan.

I understand that this performance improvement period may be a difficult time for you. I wish to remind you that the Employee Assistance Service is available to all departmental employees. The service is a free, confidential counselling and support service and is available on [see <http://education.qld.gov.au/health/contacts/contacts-ea.html> for relevant contact details; for example [the hotline 1300 360 364]].

Yours sincerely