

Notice to attend a poor work performance investigation

Name of employee: _____

Please be advised that you are required to attend an investigation into your work performance in your current job functions, due to the following: (Describe the alleged poor work performance.)

Date of investigation: _____

Venue for investigation: _____

Time: _____

.....

The investigation will be chaired by: _____

You are encouraged to prepare yourself for this meeting. At this meeting, your work performance, your ability to perform your duties in the position for which you are employed, your suitability for continued employment as well as possible alternatives to dismissal will be discussed.

You are entitled to:

1. Be represented by a fellow employee or a shop steward – no outside representation will be permitted.
2. Submit evidence which you may deem material to the investigation.
3. An interpreter, if you require one.
4. Access to documentation which is relevant to this matter.

Issued by

Date

Received by

Date

Should the employee refuse to sign acceptance of this notice, the witness must sign attesting to the fact that the notice was properly issued and explained.