**Tool 4. Template invitation letter for a performance counselling meeting**

**Note:** This is a template sample letter for notifying employees of a performance counselling meeting. The purpose of this work performance counselling session is to discuss an area(s) of concern regarding the employee’s work performance and the resolution of issues. Complete all purple fields prior to issue and remove ELAA headers.



[Insert service letterhead]

[Insert date]

**PRIVATE AND CONFIDENTIAL**

[Insert employee name and address]

Dear [insert name]

**Re: Invitation to attend a work performance counselling meeting**

We are writing to you regarding recent concerns raised about your performance in the position of {Insert position} at {Insert service name}. This letter is in accordance with clause 12.4 of the *Victorian Early Childhood Teachers and Educators Agreement 2020* (**VECTEA**).

Please find attached a copy of clause 12 of the VECTEA to this letter.

The alleged areas of unsatisfactory work performance are as follows:

[Insert performance concern]. [Insert recent example]

[Insert performance concern]. [Insert recent example]

We are providing you with an opportunity to respond to these concerns at a meeting to be held at **[insert day, time, venue].**

You are welcome to bring a support person to this meeting. Should you wish to bring a support person, please advise me of the name of the person at least one day prior to the scheduled meeting time.

The purpose of our meeting will be to address the areas of unsatisfactory work performance, provide you with an understanding of the required expectations, and outline the proposed support measures that will be in place for the duration of your support period.

Following our work performance counselling meeting, you will be provided with an initial **[12-week]** formal support period. During this meeting we will agree on documented objectives in a performance improvement plan that will be discussed and provided to you.

This letter and meeting regarding the issues raised are to remain confidential and must not be discussed with your colleagues, parents or families. A breach of this confidentiality will be treated as a serious matter.

If you require further information, please contact [insert contact details or name, position title and phone number].

Yours sincerely,

**[Insert name of representative]**

**[Insert position e.g., Committee President, HR Manager]**