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| --- | --- | --- |
| Our Ref:Your Ref:Contact:Tel:E-mail:Date: |  |  |
|  |  | Service Name OnlySenders NameSenders Job Title Service Area Address Line 1Address Line 2Town & Postcodewww.northlanarkshire.gov.uk |

Dear

**Capability meeting - level 2**

By way of introduction, you should make reference to capability level 1 meeting and its outcome.

I refer to the meeting which took place on at which you were accompanied by your trade union representative. Also present was …………………. Human Resources representative.

At the meeting we discussed your continued absence and as a return to work date is not likely in the near future and your absence cannot be sustained, I explained that I had no option but to terminate your employment on the grounds of capability with notice. Your date of termination is and you will receive x weeks pay in lieu of notice and x days outstanding annual leave.

You have the right to appeal this decision and this must be done in writing to Executive Director of (insert Service), within 14 days of receipt of this letter.

I would like to take this opportunity to thank you for your service and to wish you well in the future.

Yours sincerely,

**<Manager Name>**

**<Designation>**