

Notice to Attend a Poor Work Performance Counseling Session

Name of Employee: _____ Employee No: _____

Contract Site: _____

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

Date of Investigation: _____ Date: _____

Facilitated by: _____

You are encouraged to prepare yourself for this meeting. At this meeting, your performance of your duties in the position for which you are employed will be discussed, as well as alternative ways in which this matter can be dealt with. You are entitled to:

1. Be represented by an employee / shop steward – no outside representation 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