



Meeting Notice Letter

E/5.4.1.4

On letterhead

16/11/2020

«Insert Employee Name»

«Insert Employee Address»

«Suburb» «Postcode»

Dear «Employee First Name»

Re: Notification of meeting

This letter is to advise you that a meeting has been scheduled for [insert date, time and location of meeting], and you are required to attend.

Delete before finalising letter: [When organising employee meetings consider the award requirement. It should be within the employee's ordinary working hours, where this is not possible the employee is to be paid in accordance with the minimum payment provisions of their agreement. The meeting time is to be convenient for both the employee and employer].

The purpose of the meeting is to discuss allegations of [delete whichever does not apply underperformance/poor conduct or behaviour/misconduct/serious misconduct] as raised in our discussion of the [insert date of discussion].

Details of the [delete whichever does not apply continued diminished performance/poor conduct or behaviour/misconduct/serious misconduct] are as follows:

Document general information about the issue; provide examples and previous discussions held related to the issue. Attach E/5.4.1.1 Performance Improvement Plan or previous documentation in relation to this meeting.

Meeting attendees will include:

[Insert names and role of meeting attendees]

You may elect to have a support person and/or employee representative of your choice present at the meeting. This person should be someone with whom you feel comfortable and is available for the scheduled meeting.

Furthermore, in the interests of yourself and all concerned this process is **strictly confidential** and therefore this matter should not be spoken about to any other employee or volunteer within the Queensland Synod.

These matters can be stressful for employees. I remind you that you may contact the Queensland Synod's Employee Assistance Program (ChangeFutures) by phoning (07) 3857 0847, which provides a range of counselling services, at any time. This is a free, voluntary and confidential service.



Please contact me on [insert phone number/email address] before close of business on the [insert date] to confirm your attendance and the name of the support person/representative that you will have in attendance.

Yours sincerely

Manager's name

Manager's title

Revisions

Document number	E/5.4.1.4				
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
1.0	01.06.2018	ELT	01.08.2020	People and Culture	People and Culture Manager
Next scheduled review	01.08.2021				