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Subject Letter of Concern for Some Team Members' Unprofessional Behavior

Dear Sir,

This letter is to bring to your kind notice that I am designated as an IT Professional in your organization. Last month, I was assigned a new project and two other colleagues of mine- <First Colleague Name> and <Second Colleague Name> were also names as my team members. My superior had declared that I would be heading the project and the other two members will be reporting to me.

You would be aware of the fact that it is imperative and essential to work as a team for the successful completion of any IT project. Also, the new project has to be completed by the end of the current month.

Kindly consider this letter as my complaint against these two team members of my project. Both of them are behaving unprofessionally with the tasks assigned to them and do not appear to be interested in discharging their duties properly.

# Sample Letter Of Concern To Employee

**United States. Congress**



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**101 Sample Write-Ups for Documenting Employee Performance Problems** Paul Falcone, 2010-03-24 Whether you are addressing an initial infraction or handling termination worthy transgressions you need to be 100 percent confident that every employee encounter is clear fair and most importantly legal Thankfully HR expert Paul Falcone has provided this wide ranging resource that explains in detail the disciplinary process and provides ready to use documents that eliminate stress and second guessing about what to do and say Revised to reflect the latest developments in employment law the third edition of 101 Sample Write Ups for Documenting Employee Performance Problems includes expertly crafted easily customizable write ups that address sexual harassment absenteeism insubordination drug or alcohol abuse substandard work email and phone misuse teamwork issues managerial misconduct confidentiality breaches social media abuse and more With each sample document also including a performance improvement plan outcomes and consequences and a section of employee rebuttal it is easy to see why over 100 000 copies have already been sold making life for managers and HR personnel significantly easier when it comes to addressing employee performance issues The AMA Handbook of Business Letters Jeffrey L. Seglin, Edward Coleman, 2012 Though the fundamentals of letter writing have remained the same the way we communicate in business is constantly evolving Whether it is a formal printed letter or an email the ability to write effective correspondence is essential for success no matter what the industry Containing more than 25 percent new material The AMA Handbook of Business Letters provides readers with over 370 customizable model letters divided into categories reflecting various aspects of business including Sales marketing and public relations Customer service Human resources Credit and collection Letters to vendors and suppliers Confirmations requests and replies Permissions And many more In addition the book provides readers with a refresher course in the letter writing basics and helpful appendices listing common mistakes in grammar word usage and punctuation Comprehensive and now extensively updated this invaluable resource provides professionals with an adaptable template for every conceivable business correspondence need **Army Casualty Operations/assistance/insurance** United States. Department of the Army, 1994 Tips When Hiring and Firing Employees Linda M. Magoon, Donna de St Aubin, 2006-08 Hiring a new employee is one of the most important and time consuming tasks a manager can undertake Firing an employee is an emotionally draining and difficult action no matter the length of service or level of responsibility This book shows you how to hire the right people for the job and fire those that do not work out and avoid litigation *Dressing Room* Abhishek Dubey, 2006 Personal experience of freelance journalist from Jharkhand India 2004 U. S. Master Human Resource Guide C C H, Incorporated, Donald W Myers, 2003-10-01 HR guide provides a foundation for the application of sound HR practices in business for teaching in the academic getting GAO Documents United States. General Accounting Office, 1987-10 Catalog of reports decisions and opinions testimonies and speeches *Yosemite National Park (N.P.), General Management Plan (GMP)* , 1980 *You Can Help Belt America* United States.

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