

MAIL SELF

<Date>

<Name of Employee>

<Employee Code>

<Employee Designation>

<Employee Department>

<Company Name>

Dear <Name of Employee>

This letter is to intimate you about my concerns regarding your dip in work performance in recent months. Your contribution in the <Name of Project> was not up to the required standards of our organization. Also, the project missed some crucial information.

The management expects to see improvement in your performance at work. We are also assessing your performance closely. We also hope that your effort in the upcoming project will be higher and up to the mark. You may get in touch with me in case there is any problem with the tasks assigned to you.

Thanking you,

<Name of Superior>

<Department Name>

Sample Letter Of Concern To Employee

Jiyuan Zhang



Sample Letter Of Concern To Employee:

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 s 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 s 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

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Yosemite National Park (N.P.), General Management Plan (GMP) ,1980 You Can Help Belt America United States.

Public Health Service. Division of Accident Prevention,1965 **Classified Index of National Labor Relations Board Decisions and Related Court Decisions** ,2009 Public Health Service Publication ,1964 **The Small Business Owner's Manual** Joe Kennedy,2005-01-01 A reference resource for entrepreneurs anyone starting or operating a business

Bender's Labor & Employment Bulletin ,2008 **Marx Industries, inc., Sawmills, North Carolina. ,** *Firing at Will* Jay Shepherd,2012-01-19 Firing at Will shows managers and employers how to do the most difficult part of their jobs firing employees Written by a leading employment lawyer in a refreshingly unlawyerly style this guide takes the reader through the always risky process of letting an employee go Many employers and managers are afraid to pull the trigger when the employment relationship has broken down and will postpone the decision by using progressive discipline and performance improvement plans However an employer must be able to unload employees who threaten to undermine the company and its prospects regardless of the risks involved in a termination This book explains how to do it how not to do it and how to minimize the danger of an expensive employee lawsuit No one said being an employer or a manager was easy Fortunately knowing how to fire employees will make your job much much easier in the long run and save you heartache Firing at Will teaches you what you need to know without any legalese or boring recitations of statutes and case law This book is filled with plain English common sense based on Jay Shepherd s 17 years of protecting employers in court The style is conversational and often irreverent but the lessons and tips are battle tested If you want to be a successful manager or employer and sleep easier you need to know how to fire at will Gives employers and managers real world advice on how to fire employees Teaches how to keep your company and yourself out of expensive employee lawsuits Guides you toward building a workplace where you ll need to fire fewer employees Legal Opinion Letters M. John Sterba,2002-12-01

Implementing Best Practices in Human Resources Management Hugh Secord,2003 *Freedom of Information Act Handbook* United States. Department of the Interior. Office of the Secretary,1991 Threat Assessment James T Turner,Michael Gelles,2012-12-06 Detailed how to s of threat assessmentfrom the initial contact to the sharing of results Risk management can be an organizational nightmare but it is an essential part of your operations Recent events have shown us that organizations need to know how to respond swiftly and effectively in emergencies and that companies need to protect their employees from internal and external threats This book provides you with the tools you need to protect both your employees and yourself from a variety of threats Threat Assessment A Risk Management Approach examines the factors that human resource security legal and behavioral professionals need to understand in work violence and threat situations that disrupt the working environment revealing the best ways to reduce risk and manage emergencies It includes case studies and hypothetical examples that show recommended practices in action and provides detailed interviewing methods that can increase the efficiency of current strategies Helpful appendices provide sample forms for identification cards stay away letters workplace behavior improvement plans for problem employees questions for health care providers and

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United States. Congress,1971

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