

EMP208 Letter to IT c

rk

On letterhead of the organi

[Employee name]  
[Emp home address]

Dear Frank

**Your work for us**

This letter is a first written  
wish to appeal against the  
you wish to appeal and se  
hearing in accordance with  
way set out below, then th  
your breach is sufficiently s

disciplinary procedure. If you  
e within seven days saying  
deal, I shall then arrange a  
ur does not improve in the  
final written warning, or, if  
t.

Peter has discussed your  
months you have been with

occasion during the eleven  
d six weeks ago.

I am now setting down  
improvements are not made  
alternative for [me / the Co

I am sad to say that if  
y, I believe there will be no  
terminate your employment.

The difficulty we have with  
produce enough, another  
correcting it; if we put you  
output is consistently aroun  
level. As you know, Frank  
all our work. We have to  
produce in the way of work

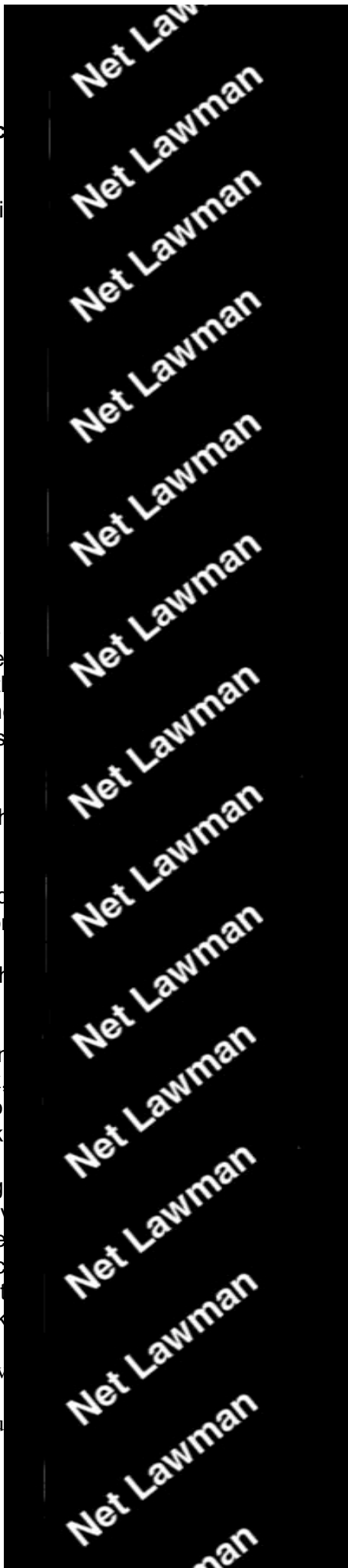
volume and quality. If you  
pend a great deal of time  
our pay rate. Your weekly  
as the minimum acceptable  
environment. We tender for  
what a team member will

When we last spoke, I sug  
member in different jobs ov  
just bad luck that you were  
that research. I have bloc  
right. The main finding is t  
chargeable hours per week

individual outputs for each team  
n some idea whether it was  
I now attach the results of  
agues because that is only  
er are producing around 37  
chargeable hours.

I shall assess your productiv  
improvement over the next  
acceptable work. If you are u

shall be looking for a gradual  
of four weeks of consistently



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