

Download Sample Letter Employee Poor Performance

Terminating an employee for poor performance could open your company up to legal action. Document performance data using a sample letter. Sample Employee Manual Policy on a Probationary Period Although this Company recognizes and maintains an “employee-At-Will” employment relationship with each and every employee, it also provides for a probationary period of ninety days (90). Sample disciplinary letter for misconduct, bad attitude, disrespect, poor performance, absenteeism We would like to bring to your attention that management has received many complains about your tardiness and prolonged absence from work, Announce New Employee. Use this letter when you have hired a new employee and would like to announce details on this person and his or her position within the company.