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Sample Letter of advice to employee for poor performance

From,
Robert Smith
Sales Manager, Universal Technology Pvt. Ltd.
Richard Street, California

Date: 23.11.2017
To,
John Paul
56, Park Avenue, St. Peter’s Street
California

Dear John,

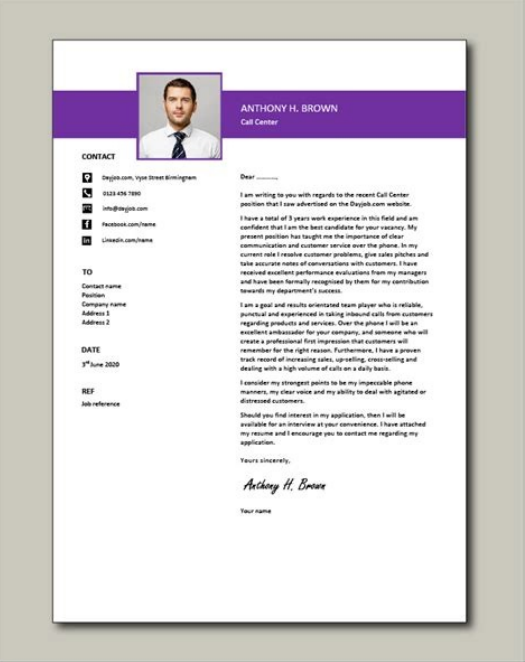
You must be knowing that next month you will be completing one year with Universal Technology Pvt. Ltd. I am hopeful that it must have been a great year of learning new things. I would like to highlight that being the Manager of your department, I am not satisfied with your performance, especially because I know that you have the potential to do better. Though there has been a little improvement in your performance if I look back but there is still a lot of room for you to get better.

I have been reviewing your work from last couple of weeks and I feel there are certain things on which you need to work. Whenever you go for meeting a client, make sure that you revise all the points that you will be discussing with him. This would not only help you have better clarity but will give you better confidence in explaining the client about our product and strike the deal. There is something because of which you are not able to crack a deal and that flaw lies in your dealing with the client. You can make a few visits with your colleagues when they go for meetings to know how they deal with their clients. This would help you figure out the flaws. I strongly believe that just by keeping these small things in mind and working on yourself, you can get better at your job. I know you are a hard working employee of our company but because of small flaws you are unable to convert the deal and this influences your overall performance. I am sure that you will keep in mind the points I have shared with you and will have better results to show.

In case, you have anything else to discuss with me, please feel free to approach me.

Regards,

Robert Smith
Sales Manager



LETTER CONFIRMING APPOINTMENT OF CONTRACTOR

[INSERT ADDRESS]
[INSERT DATE]

Dear [INSERT NAME],

We are writing to confirm your engagement as a contractor for [INSERT COMPANY NAME] (the Company) commencing on [INSERT START DATE]. We have already discussed the duties you will be required to undertake and the type of service we need.

The terms of your engagement will be:

1. Your engagement shall continue until determined by either of us giving to the other not less than [INSERT AMOUNT OF NOTICE] months' written notice.
2. Your duties will include the following:
[INSERT DESCRIPTION OF DUTIES]
3. You will devote up to [INSERT NUMBER OF HOURS] hours per week to the performance of your duties.
4. Your place of work shall be [INSERT ADDRESS].
5. We shall require regular progress reports on projects in which you are involved.
6. The manner in which your services are performed will be entirely for you to decide but you must comply with all reasonable requests from the board of the company. You must ensure that your services are carried out in such manner that the company is in no way prejudiced.
7. In consideration of your providing these services we will pay to you a fee of £[INSERT AMOUNT] per [INSERT FREQUENCY (WEEKLY/MONTHLY)] in arrears. You will render us [INSERT FREQUENCY (WEEKLY/MONTHLY)] invoices in respect of these fees. If you are registered for VAT, you must show VAT separately on the invoices. Our accountants shall have full access to all your records to enable them to audit the accounts rendered.
8. You will be responsible for all out-of-pocket expenses incurred by you in the performance of your duties.

IMPORTANCE SCALE	FREQUENCY SCALE
0 – NOT PERFORMED	0 – NOT PERFORMED
1 – NOT IMPORTANT	1 – EVERY FEW MONTHS TO YEARLY
2 – SOMEWHAT IMPORTANT	2 – EVERY FEW WEEKS TO MONTHLY
3 – IMPORTANT	3 – EVERY FEW DAYS TO WEEKLY
4 – VERY IMPORTANT	4 – EVERY FEW HOURS TO DAILY
5 – EXTREMELY IMPORTANT	5 – HOURLY TO MANY TIMES EACH HOUR

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