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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,

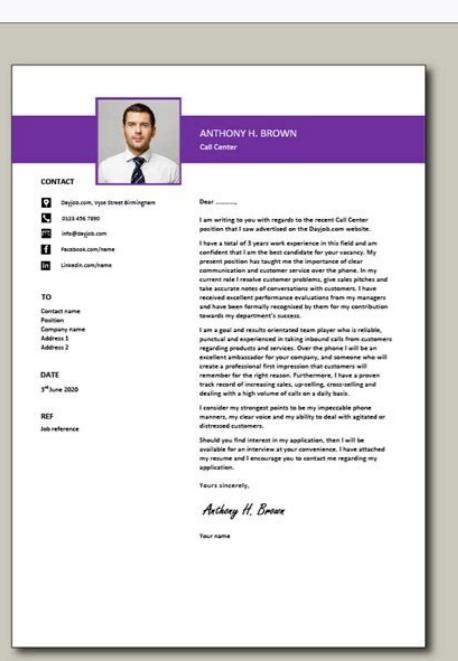
You must be knowing that next month you will be completing one year with Universal Technology Pvt. Ltd. I am hopeful that it must have been a great year of learning new things. I would like to highlight that being the Manager of your department, I am not satisfied with your performance, especially because 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 no 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.

JOB TASK ANALYSIS

Is there scams on offerup. How to report a scammer on offerup. What can i do if i get scammed on offerup. What happens if someone scams you on offerup. Is it possible to get scammed on offerup. How to report offer up scams

Unfortunately, scammers use this tendency to pressure people into handing over financial information. There are important processes involved with notifying consumers in the United States of outstanding debts, and they don't involve calling you and threatening to send the police. Hover the mouse over any links in the email to see if there are discrepancies. If you're threatened for not making a payment or sharing personal information, it's most likely a scam. Why are they offering this deal to you, specifically? Is it just because they want to sell you something or gain your trust?CC0/stevepb/Pixabay High-pressure TacticsSome people don't want to be impolite, so they'll keep listening even when someone starts badgering them. Software should only be downloaded from an official company website or a legitimate software vendor. Many of the emails are lengthy and bog you down reading content that isn't relevant. The buyer might offer to send a cashier's check, make a wire transfer or do some sort of other electronic transfer to an account, and ask for your account information. CC0/iAmMrRob/Pixabay From romance scammers to people pretending to be IRS agents, there are many different ways for criminals to defraud innocent victims out of their personal information and money. MORE FROM QUESTIONSANSWERED.NET If the pop-up ad asks you to download software or a video driver, it could be setting you up for a scam. Again, the best defense is to just hang up when this happens.CC0/3839183/Pixabay Complicated RequestsThe Nigerian prince scam is a well-known example of a classic scam technique, pulling people in with a wild story. Make sure to go directly to the website for any suggested software updates.ThreatsThreats can be intimidating, and scammers are skilled at convincing vulnerable internet users. Once you determine it is a phishing email, block the account from further correspondence. If the story is outlandish, Probably a scam.CC0 / WorldSpectrum / Pixabay Advance payment requests with promises of a way of return to identify a scam in the vein of Prince Nigerian fraud is to look for any requests for advance payment that will involve a greater return. Legitime companies and government agencies, on the other hand, usually take multiple forms of standard payment, including credit cards that allow fraud protection.CC0 / Stevepb / Pixabay the scarce jointed Presented companies have a lot of efforts to make sure That their advertising communications, mailings or text messages are professional and polished. This makes them easy to identify until you know what to look for. Popular mobile phones technique that scammers use is to position phone calls directly to people who claim to be anything from a bank to IRS or to an antivirus software company. If it seems too bad or too good to be true, it's probably not inn. Or they can ask you to connect money to an account with a certain period of time. Fortunately, you can install the scam Decker software of the website to detect scams, and there are ways you can recognize a scam website alone. Direction for the Moneyan Online website or e-mail that requires money in advance could be a clear sign of a scam. Think about these offers realistically. Furthermore, scammers are not always so interested in the correct spelling and grammar or using high quality images .CC0 / Goumbik / Pixabay Incondulut-Inconduluce Insijestas Part of their professional presentation, legitimate businesses and government agencies also give their employees a Corporate email address uses their name as mail@directpay.irs.gov. Fortunately, when it comes to perpetrating a scam, scammers To behave in predictable ways. Phishing scams aim to get your passwords, identify personal data and credit card information. The same also applies to software updates. 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You don't have to rude people your time.cc0 / Firnybee ThreatSonesone Particularly insidious high pressure tactics that scammers use is People with fines or police. Threats like going to prison and losing your home or work are all the warning signs that is a hoax. Pre-paid case is the most secure transaction.Pop-up Adsbe widespread ads pop-up ads that appear when you are on the internet. If you are looking at a deal or an opportunity supposed that it is thin on details, even to contact the information for you to recall them, this is the main red.CC0 / Fercosn / Pixabay flag more from domanswerged.net internet internet is full Online scams and fraudulent websites. Web sites.

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