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Termination letter template free

August 3, 2018

Dr. Joe Sepick
President
Johnson County Community College
12345 College Blvd.
Overland Park, KS 66210-1299

Dear President Sepick:

This letter serves as formal notification and official record of action taken concerning Johnson County Community College by the Institutional Actions Council of the Higher Learning Commission at its meeting on July 31, 2018. The date of this action constitutes the effective date of the institution's new status with HLC.

Action with Interim Monitoring. IAC continued the accreditation of Johnson County Community College with the next Reaffirmation of Accreditation in or before 2027-28. In conjunction with this action IAC required the following interim monitoring:

Interim Report. An Interim Report due 9/1/2019. A report outlining the academic governance structure including academic leadership, academic and faculty committees and faculty including adjunct faculty to include communication processes and protocols between the committees, leadership, and faculty; the outline of shared governance protocols and communication between faculty, academic leadership and JCCC leadership; and an outline of decision-making protocols as well as communication protocols when decisions are final.

In two weeks, this action will be added to the *Institutional Status and Requirements (ISR) Report*, a resource for Accreditation Liaison Officers to review and manage information regarding the institution's accreditation relationship. Accreditation Liaison Officers may request the ISR Report on HLC's website at <http://www.hlcommission.org/Accreditation/institutional-status-and-requirements-report.html>.

Within the next 30 days, HLC will also publish information about this action on its website at <http://www.hlcommission.org/Student-Resources/recent-actions.html>.

If you have any questions about these documents after viewing them, please contact the institution's staff liaison Limesa Stenson. Your cooperation in this matter is appreciated.

Sincerely,



Barbara Giffman-Dasby
President
CC: ALO

Sample Complaint Letter for Bad Service

Dear Mr. Hamilton

I have been a loyal customer of your stores for the past 5 years. I have time and again received great service at your mart which is one of the main reasons I shop at your store. But to my surprise, on the date of 23rd August, 2010, I was at the receiving end of some very poor service at your mart.

On the said date, I made the purchase of my weekly groceries, and headed towards the cash counter to pay for them. The person sitting at the counter, who was wearing the name tag of Jen, was talking on her cell phone. When I asked her to make the bill, she said she would do it in 5 minutes, and resumed her conversation on the phone. After a good 10 minutes, she started with her work and did it very slowly. The bill, apparently totalled up to more than I expected, so I asked her to recheck it. Instead, she talked to me very rudely, and told me that if I did not like the prices, I could take my business elsewhere.

I was appalled at such behaviour, and have a good mind to take my business elsewhere as suggested. I hope you would look into the matter, and make sure such an incident is not repeated. Your company has been known to provide good services, and such events tarnish the company name, so please address this issue soon.

Thank you for your co-operation.
Sincere Regards,
Timothy Stark

The wrong and right kind of complaint letter

The wrong kind of letter

In the following letter some of the words are in bold. Read below the letter to find out why the highlighted words are incorrectly written, which will help you to avoid common mistakes.

Dear Sir,

I am really very **disappointed** by your shop.

I recently bought a sofa and it just was not right. It was terribly made and a complete waste of money. When I went back to complain, a **shop assistant** was very **rude** to me and she said she couldn't deal with the complaint there and then. She said I should write to the manager.

I **think** that I am entitled to my money back, so what I want is a full refund or if you cannot **manage** that, a credit note for the full **amount**. I also want an apology, plus an explanation of why I was treated so badly.

Thank you for your attention. Sorry to bring this matter up.

Yours sincerely,
A Citizen

<Print on your business letterhead>

<Date>

Private and confidential

<insert employee's full name>

<insert employee's residential address>

Dear <insert name>

Termination of your employment

I am writing to you about the termination of your employment with <insert company/partnership/sole trader name and the trading name of business>.

The next part of this letter sets out an example of best practice performance/conduct counselling prior to termination. It is not prescribed by law. You may not have done all the things in the three paragraphs below so you should delete what is not relevant to your situation.

If you are a small business it is very important that you ensure that you have complied with the Small Business Fair Dismissal Code before you terminate an employee's employment. Visit www.fairwork.gov.au for a copy of the Code.

On <insert date> you met with <insert name of others at the meeting>. In that meeting, you were advised that <insert advice given to employee regarding improvement of performance or conduct, for example any deadlines for improvement, new targets set etc>. You were issued with a formal <warning/counselling> letter on <insert date>.

On <insert date> you had a second meeting with <insert names of other people at the meeting> and you were advised that your <performance/conduct> had not improved to the level required. You were issued with a second <warning/counselling> letter on <insert date>.

You also attended a meeting with <insert name of others at the meeting> on <insert date>. In that meeting you were issued with a final <warning/counselling> letter. This letter indicated that your employment may be terminated if your <performance/conduct> did not improve by <insert date>.

<I/We> consider that your <performance/conduct> is still unsatisfactory and have decided to terminate your employment for the following reasons:

- <insert reasons relating to performance or conduct>
- <insert reasons relating to performance or conduct>

Option A: Use this option if you want the person to work his or her notice period.

Based on your length of service, your notice period is <insert number> weeks. Therefore your employment will end on <insert future date to cover all of the weeks you need to give notice>.

Check the National Employment Standards and your relevant industrial instrument (e.g. award or registered agreement) for how much notice you need to provide the employee. If there is an applicable industrial instrument or contractual arrangement (e.g. contract of employment, workplace policy) that provides different notice amounts than the National Employment Standards, you need to provide whichever is more generous to the employee. Need help? Call the Fair Work Infoline on 13 13 94.

Option B: Use this option if you want the person to be paid in lieu of notice.

Your employment will end immediately. Based on your length of service, your notice period is <insert number> weeks. In lieu of receiving that notice, you will be paid the sum of \$<insert amount>.

[Company Name]
Attn: President or CEO
[Address]

[DATE]

Dear [Name]:

The staff of the Consumer Financial Protection Bureau (CFPB) has become aware that [Company Name] may not be in compliance with certain provisions of the Fair Credit Reporting Act (FCRA) and its implementing regulation (Regulation V).

The CFPB enforces Federal consumer financial law, including the FCRA and Regulation V. The FCRA requires nationwide specialty consumer reporting agencies (NSCRAs) to provide, upon request of a consumer, a free annual disclosure of information in the consumer's file. To implement this requirement, Regulation V includes a rule mandated by the FCRA that requires each NSCRA to establish a "streamlined process for consumers to request consumer reports . . . which shall include at a minimum, the establishment by each such agency of a toll-free telephone number for such requests." 15 U.S.C. § 1681j.

The rule requires NSCRAs to provide a toll-free number for consumers to request their free annual file disclosures. 12 C.F.R. § 1022.137. The toll-free number must be published in every telephone directory in which the nationwide specialty consumer reporting agency appears, and placed "clearly and prominently" on any website it owns or maintains that is related to consumer reporting. 12 C.F.R. § 1022.137(a)(1). The streamlined process must, *inter alia*, have adequate capacity to accept requests from the reasonably anticipated volume of consumers requesting their file through the streamlined process and must provide clear and easily understandable information and instructions to consumers. 12 C.F.R. § 1022.137(a)(2).

We have reviewed [Company Name's] website and business directory listings, and it appears that [Company Name] may violate federal law in one or more of the following ways: (1) it does not provide a toll-free number in its Yellow Pages listings and on its website for consumers to request their free annual file disclosures; (2) it does not have adequate capacity to accept requests from the reasonably anticipated volume of consumers requesting their annual file disclosures; or (3) it does not provide clear and easily understandable information and instructions to consumers. Inability to access consumer files limits consumers' ability to dispute any inaccuracies in these files, which in turn can diminish consumers' ability to obtain credit, employment, or other services or benefits on favorable terms.

While we have not made a final determination that [Company Name] is in violation of the

Sample Letter -- Written Warning (except for Performance Improvement Plan initiation)

(On Letterhead)

Hand Delivered

Date

Employee Name
Home Address
City, Province, Postal Code

Dear *Employee Name*,

This letter will confirm our discussion today during which you were advised that your recent <behaviour, performance, attendance, punctuality, breach of policy, etc> is not acceptable, specifically.....<briely describe the specific elements of behaviour or performance that are unsatisfactory or in breach of policy>. You were also advised that immediate improvement is required.

We rely upon each employee to perform their jobs to the best of their ability and at a satisfactory level as well as to abide by our policies, which are designed to make our working environment a positive and productive one. As a member of our team, when you fail to meet these expectations, it has a negative effect on the company and on your co-workers, which is not acceptable.

It is expected that you will immediately address this situation and that further discussions will not be required. However, if there is a need to again have a discussion arising from a lack of corrective action being taken by you, the company reserves the right to impose further disciplinary actions, up to and including suspension without pay and termination of employment.

Should you require assistance or have any concerns going forward, please do not hesitate to discuss them with me. We continue to believe that you can be a valuable part of our team in the future and look forward to seeing positive actions and results from our discussion.

Sincerely,

Signature

Manager's Name

cc. Employee File

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If the employee is in the possession of the company's property, request its return immediately. What you will have to do is pay your employee what you owe. In this letter, employers report to employees all the details of their termination, as they were terminated, how they will receive their final payment check and any information about benefits or accumulated time that the former employee needs to know. Peer: If you are finishing an employee for reasons under the control of it, be sure to observe if they were warned, how many times and if those warnings were verbal, written or both. If the employee has a lawsuit for unfair termination, discuss the situation with a lawyer before proceeding to protect the company from any responsibility or accusations of irregularities. Reason for employee's termination: as previously, a termination is out of control. Close the letter with a reminder about confidentiality polycys. You are an employer who needs to cancel an employee due to dismissals, a low performance or some other reason. Make sure to keep in mind that if you will request the property. All information that the old employee needs must be included in the Termination Chart. When sending the termination letter, the letter of termination does not serve as a means to violate the news of the employee. Termination for cause: unless the state law or its employment contract say otherwise, employment is generally at will, which means that employees can quit smoking or be terminated with or without a specific reason or any notice/compensation anticipated Holiday time and final payment check: If your employee has accumulated vacation time, you are likely to be asked for what he has accumulated. Your company is finishing an employee and have a registration of the termination in case of a lawsuit. With a letter of termination, your employee will understand a better understanding of why they are letting go. This may involve doing technical controls, talking with former employee supervisors and consulting the former employee. In this document, the employer may describe the following information (and more): - What the company did not comply with the employee, how they were noticed against this behavior, what benefits are entitled to their last time Payment check will be disbursed and how the employee's termination letter should be used every time a company has the intention of releasing an employment. The letter must include a brief description of the termination details to serve as a record of the decision. In addition to presenting the terms of employment in an employment contract, employers should also consider describing their expectations in an employee manual, documenting and enforcing the disciplinary policy of their company, so as well as maintaining adequate records of The disciplinary actions taken in the employee's human resources archive. Of course, in some cases of employee termination, some property occurs as an employment benefit. Even if you are finishing an employee at will, there are still precautions to avoid unfair termination, that is, to fire someone for an illegal reason. Letter of employee termination, employee termination form, employment termination form, pink slip, letter to fire an employee, a separation notice to let an employee go to an employee can be a relief, or in the case of a dismissal Forced, it can be very difficult. While many labor relations are "at will", there are some cases in which a termination notice may be required, even if the employee is covered by a union or an agreement of collective More questions of the questions. You question. Employment endings are a necessary business part. How to use this document this employee's termination letter describes the complaints that the company has against the former employee, including, if appropriate, the violations of policy committed by the employee. Before trying to complete this document, ensure that the human resources representative who completes it has all the required information on the actions committed by the employee who brought to his termination. Provide information about how to continue your health insurance and how much is exhausted. It is possible that it is a human resources manager, forced to fire a productive employee because the business is going through a difficult patch. Welfer, it is customary for a human resources manager or representative to celebrate a face -to -face gathering with the employee to discuss the termination and reasons for it. Your job relationship may have ended, but your employee still has a future. To know how to his savings are. Briefly describe the reason for the termination, either due to low performance, an incident or specific incidents, poor assistance or other problem. The employee termination letters are generally unilateral, since there is no negotiation and the employer is simply alerting the former employee of the output information that he needs to know. Report to the employee for what the decision is taken and how much is the two responsibilities of it. Before finishing an employee, it is important to review his employment agreement, the employee manual and any other human resources policy to clearly understand their legal responsibilities as the employer, specifically, whether or not to rescind the employee With a fair cause, such as misconduct or low performance. This is what you should include in your termination letter: Basic information: Quién note is finished, name of the company and the name of the person who manages the cessation of work. But but A professional means putting the warning of employment termination in writing. If you are not sure that requirements apply to your situation, ask a lawyer. Giving them this information in advance will make their transition to it much more easily. Include what will be paid to them and how they will receive their last payment check: in person, by mail or direct deposit. You will keep the ending letter in the employee file in case you need to confirm or verify something in the future. Use a sample termination letter. A template for your letter. How to modify the template that completes a form. Although this is an unpleasant situation, it can handle it delicately when writing a professional termination letter that covers all important points. How to describe the process for the employee, such as collecting a final payment check and claiming the remaining benefits. Property of the company: either a portable computer that provided, an automobile of the company or simply a key card, it is likely that its employee has something that belongs to the company. Health insurance, 401k and other benefits: if you have provided benefits such as health insurance or retirement savings, ensure that your employee knows how this will be managed and described in the termination letter. A letter of employee termination is a document that employers use to end employees. Include a summary of the reasons for the termination in the letter. When he decides to fire an employee, a letter of termination is the formal notice of the action that will also serve as a permanent record. Employee termination letters are a court that a company provides an employee and not a legal requirement. The meeting is the time to discuss the events. Led to the decision to end. Additional information to include in the Termination Charter as a written record of the end of the employee's career with your company. The next part will include a list of the reasons, followed by a compensation list or remaining benefits that the employee can expect. The sample will include an opening prayer that informs the termination employee. On the other hand, it can be shooting an employee due to verbal abuse, excessive delay or low performance. The document is created before your eyes while answering the questions. However, having a letter of termination in the file is always a good idea in the case of any unforeseen claim by the former employee against the company or in the attempt of the former employee to collect the payment of unemployment. If you have questions about your reasons to end an employee, talk to a lawyer. You will also want to include the date, both the separation letter and the date on which the termination falls into force, if those dates are different. Termination at will vs. But the laws varies and, if it is a part-time contractor or employee, you may not have to pay for vacations or illness. Create a letter of termination of the employee to explain why the use of an individual is ending and describes other details about the termination. After completing it, it is a good idea to provide a copy to the former employee. The letter also includes information about the types of warnings given to the employee regarding her behavior, as well as the final information check and benefits. The use of the applicable law in the United States is generally subject to the laws of the individual State, with the exception of things such as fair labor laws promulgated by the federal government. In the end, he receives it in words and PDF formats. May and reuse it. It is often intelligent to pay your employee, so that the termination letter is signed, employment has officially finished. It is also a good idea to keep the original document in the employee file. The letter of termination is your written record to help you protect it if any legal questions or problems arise with respect to the termination. The lawyer can help him during the termination gathering, as well as writing the termination letter to ensure that he proceeds legally, legally.

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