



Papworth Hospital Charity

ds Dear Fellow Employees:

I am writing this letter to explain Charity's procedures for evaluating employee's performance in our department. Each of you can take pride in your vital role in fulfilling Charity's need for high quality service. To maintain this high level of performance, it is essential that each job in our department is performed well and that each employee accept his or her fair share of the work to be done. In order to recognize outstanding employees, as well as give direction to those employees who do not meet minimum requirement of their job, I want to reemphasize the methods which supervisors in our department use to evaluate your job performance.

Refer to the handbook

which outlines the

The hospital requires that all employees observe certain minimum standards of conduct. These work procedures are described in detail for you in your handbook, *A Guide for Employees of Papworth Hospital Charity and Medical Center*. To insure that each employee understands and follows these necessary rules, your supervisor will take the following actions when a job is not performed satisfactorily, or when the standards for employee conduct are not met.

Further violation of those standards will be met with the following:

the employee to discuss the infractions.

1. First incident: The supervisor will meet privately with you to listen to your explanation of your action which the supervisor considered inappropriate. He or she will try to reach an understanding with you concerning your actions of that type in the future.
2. Second incident: The supervisor will once again discuss the problem with the employee. A written warning might accompany the discussion. A copy of this warning will be given to the employee and a copy will be placed in the employee's file.

Third incident: Possible discharge.

3. If abuses of hospital rules continue, more severe disciplinary action will be taken, up to and including discharge.

Recently, we have had a severe problem with excessive absenteeism and tardiness in our department. In the future, this is one area we will be looking at more closely and evaluating.

One method supervisors will use to recognize our outstanding employees, who always go that extra mile, will include a written notice commending them on their performance. A copy of this commendation will be given to the employee and a copy will be placed in the personnel file.

I appreciate the friendly and professional manner in which you serve Charity's patients and other employees. If you have any questions, comments, or recommendations, please feel free to talk to me or any one of my supervisors.

Sincerely,

Jason Smyth
Supervisor

*editor note: 1. put the purpose statement first
2. put the warning second
3. recognize outstanding employees third
4. close with complimentary material last.*



Papworth Hospital Charity

Dear Fellow Employees:

Because of excessive absenteeism and tardiness in our department, we have to look more closely at this situation.

Refer to the handbook, *A Guide for Employees of Papworth Hospital Charity and Medical Center*, which outlines the standards of conduct. Further violation of those standards will be met with the following:

First incident: The supervisor will meet privately with the employee to discuss the infraction.

Second incident: A written warning might accompany the discussion. A copy will be given to the employee and one placed in the employee's file.

Third incident: Possible discharge.

To recognize outstanding employees, a written notice commending the performance will be given to the employee and a copy placed in the personal file.

I appreciate the friendly and professional manner in which you serve Charity's patients and other employees. Each of you can take pride in your vital role in fulfilling Charity's need for high quality service. If you have any questions, comments, or recommendations, please feel free to talk to me or any one of my supervisors.

Sincerely,

Jason Smyth
Supervisor