

To: Ezekiel P. Telmo

From: Human Resource

Date: January 12, 2018

Re: Written Warning on Unsatisfactory Performance

It has been observed from the period of DECEMBER that you are not performing up to the level that has been expected. See below assessment results.

CATEGORY	Details	Weight	Actual Rating	Weighted Rating	COMMENTS
Productivity	Sales output - per campaign basis	30	1	9	10% sales output
Punctuality	0 absence	20	3	12	2 absences
Observance of rules and regulations	No documented violation or offense	20	5	20	
QA Scores	85% - QA target	10	5	5	
Leadership and Initiative		10	5	5	
Attitude towards co-employee		10	5	5	
Overall Rating				56	Unsatisfactory


As a result, you have been identified as one of the poor performers, which is directly resulting in willful insubordination and gross negligence of duties, in your capacity as Call Center Associate. Performing below the level is making yourself liable for necessary action.

You are hereby warned to develop your performance and failure to do so shall invoke appropriate action. Failure to demonstrate immediate and sustained improvement in your overall performance may result in further corrective action, up to and including dismissal. Your performance will be monitored in the next two weeks, beginning from the date this warning is served. If we don't see early progress and manifestation that you can learn and perform this job, you will not get the full two weeks and we will terminate your employment.

You are further advised to submit a written explanation on your poor performance as soon as you receive this letter.

We will place a copy of this formal, written reprimand in your personnel file in Human Resources.

Kindly treat this as very urgent as our preference is always to see employees succeed.


Jenalyn B. Generato
Human Resource Officer
Date: January 12, 2018



Acknowledgment of Receipt

I acknowledge that I have received this written reprimand. My acknowledgment does not mean that I agree with its contents. I understand that you will place a copy of this reprimand in my official personnel file. I also acknowledge that I have the right to prepare a written response that you will attach to the original letter of reprimand.

Employee's Written Explanation

EZEKIEL P. TELMO

Date: