

Date: 28 July 2021

YONG YING QIN

**BY HAND**

**RE: First Written Warning**

Dear YONG YING QIN,

This is an official written reprimand for your failure to perform the functions of your position appropriately. It has been a while since you joined the Company and you are expected to get yourself familiar with the duties and responsibilities expected to be discharged by you.

### **1. Lack of care**

You often fail to appreciate the need of checking through your own works. Having confidence on own work is a positive trait that every professional should have, however, there is a major difference between being confident and apathetic which leads to absence of check. Absence of check that results in dozens of errors in your work is not a sign of confidence but lack of care.

Such behavior has resulted in extra time being spent by your superior including managers and partners. These cost company additional cost which is unnecessary shall you discharge your duty with sense of care and pride for this profession. Correction and re-correction had taken up much of the time for most of your jobs, if not all.

### **2. Dreadful quality of works**

In many occasions, you do not understand the jobs assigned to you. The partner and manager tried several ways to help you i.e assigned you with less heavy task, assisting senior to do verification works and etc. However, managers and seniors feedback that you are less helpful and they need to sit next to you to assist you back in the sense they are doing your part as well instead of you are assisting them.

### **3. Poor time management**

Spending the whole day amending your own clerical error is unacceptable not to mention that such error should not have happened in the first place. When the management review the timetable of every team, it has come to the attention of the management that your delivery rate is not encouraging.

Improvement is welcome to a point that it has become a necessity for you. You must manage your deliverables and deadline better in order for you to catch up with the rest of your colleague. Major and immediate improvement is expected from you.

The failure to carry out any of your role resulted in employment termination. You are hereby directed to resume your duties and complete the notice period as per the terms of your employment.

You have received verbal counseling for an earlier offense by your manager. With this letter of reprimand, I am reminding you of the critical importance of exercising care, managing your time and following clear instructions that your role requires.

Immediate remedies are expected to rectify your follies. We shall observe your conduct within a month where immediate improvements are expected.

Another failure to carry out any of your role will result in additional disciplinary action up to and including the possibility of demotion or employment termination.

A copy of this reprimand will be placed in your official personnel file.

Sincerely,

[S I G N E D]

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PAI NEE WONG  
Manager