

HR Forms & Tools – Bundle 2

Corrective Action & Termination.

Included Documents.

Corrective Action

- Better Late Than Never
- Conducting a Workplace Investigation
- Conducting an Effective Corrective Action or Coaching Meeting
- Corrective Action Checklist
- Employee Performance Improvement Plan
- Record of Oral Warning
- Responding to Harassment and Discrimination Complaints
- Supervisor Follow-Up Report on Previous Corrective Action

Employee Investigation Sample Letters

- Findings to Complainant Sample Letter
- Notes to File Regarding Follow Up Sample Letter
- To Accused Employee After the Investigation Sample Letter
- To Accused Employee Before Investigation Sample Letter
- To Complainant Before Investigation Sample Letter
- To Witness Sample Letter

Notices

- Employee Probation Notice
- Employee Suspension Notice
- Employee Warning Notice

Termination

- Checklist for Conducting Termination Meeting-Part of a RIF
- Common Questions Regarding Termination
- Confirmation of Resignation
- Employee Termination Guide
- Employment at Will, Wrongful Termination, Constructive Discharge and Legal Nightmares
- Exit Interview Form
- Issues in Reductions in Force
- Job Abandonment Letter
- Layoffs and Reductions in Force (RIFs)



- Notice of Resignation
- Separation and General Release Agreement
- Separation & General Release Agreements – Should You Be Using Them?
- Termination Checklist
- Termination Letter
- Turnover Analysis
- Understanding Releases of Claims in Severance Agreements

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About Us.

HRN was founded in 1989 to develop practical and effective HR performance management, compensation administration and compliance solutions that are time-tested, content rich and on the cutting edge of technology.

Our solutions are designed by human resource professionals with decades of experience to be secure, effective, flexible and easy to use. HRN Performance Solutions is committed to continually improving and enhancing our HR Forms & Tools bundle resources in order to help our clients expand the effectiveness and success of their workforce.

For more information:

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