

HR Forms & Tools

Corrective Action & Termination

List of Included Documents

Corrective Action

- Better Late Than Never?
- Conducting a Workplace Investigation
- Conducting an Effective Corrective Action or Coaching Meeting
- Corrective Action Checklist
- 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 and Related 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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