

DIGITAL LITERACY

*What is Digital Literacy?
And how can Online
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enhance It?*



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Manual Digital Literacy

Ola Erstad



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jul 7 2018 while an employee is exposed to false testimony strict action is taken and a warning is issued a warning letter for giving false testimony is issued in the following cases when a certain employee gives false testimony based on some personal gain false testimony can also occur because of some past grudge or jealousy

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use the following employee warning notice email template as a point of reference and edit according to the type of misconduct make sure to include specific incidents that show how or when the employee committed a mistake at work and how this violates your company policies

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warning letter to employee for misconduct to employee name employee id designation department sub warning letter for

misconduct dear mr ms employee name it has been observed that you are continuously absent from the work without intimation it shows your carelessness towards the work

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dec 24 2022 here s a template for a letter warning an individual for the first time date of letter title written warning dear name of team member in accordance with our discussions on date of meeting you re receiving this warning for violating our conduct standards in this case the violation is state misconduct

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oct 31 2022 in this article we re going to discuss what a warning letter is how to write a warning letter and include samples to help you write warning letters what is a warning letter this is a formal letter that is written by the hr manager or ceo to an employee informing them of their misconduct or inefficiency and how this affects the company

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oct 31 2018 engaging in espionage shouting or throwing things at co workers in aggression disobeying direct orders from the supervisor any deliberate behavior that violates the terms of an employment contract any other conduct that causes damage to health and safety of individual him herself or co workers

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template 1 for poor performance date employer s full name office address re warning notice for poor performance dear employee s name your performance is consistently falling short of our company standards you aren t meeting assigned deadlines delivering quality work or reaching your individual goals

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mar 25 2023 template 4 safety warning letter date employee name employee address city state zip code dear employee name it has come to our attention that you have not been following the safety guidelines set by our company safety is a top priority for us and we take it very seriously your negligence in this regard can put not only yourself

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jan 12 2021 send and email or a written request for a meeting use the company letterhead to issue the warning serve the letter in a formal setting and never in a public space or at his or her desk clearly state your company policy regarding the

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sep 15 2023 how to write an employee warning letter you can follow these steps to write an effective employee warning letter 1 create clear policies and communicate them the first step to take before you write an infraction notice is clearly communicating policies beforehand