

ELIZABETH KNOX HOME AND HOSPITAL

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11 November 2011

To:
Elizabeth Knox Home & Hospital
Epsom

Dear

RE: Work Performance

I just wish to let you know that I have received some information in regards to your work performance which is of concern.

Unfortunately I will be on leave as from Friday 23 December 2011, so I will not be able to discuss this matter with you before you commence your leave. But I will be looking into this on my return from leave and will most likely want to discuss this with you when you return from your annual holidays on 17 January 2012.

Yours faithfully

Operations, Quality and Projects Manager