

警告信示例 1

Date: _____

WARNING LETTER- minor mistakes

This is a letter to express, in writing, some issues we have had with your service in the hopes these can be quickly and permanently corrected.

(The Following is samples only, rewrite your appropriate text)

Safety and health issue:

- Doors (including the baby gate) are being left open every day. Doors to the bathroom, kitchen, and outside must remain closed and baby gate closed and locked, when the baby is awake and home. This is to ensure she does not get hurt falling down stairs, poisoned, or injured in some other way. If you find a door was accidentally left open, please help by closing it for us.
- Mold has been found inside the baby water bottle, and occasionally she has been offered food/milk that clearly smelled or tasted “off”. This is dangerous to her health. Please ensure any food or drink offered to the family are safe to eat (having no mold or bad smell or “off” taste. Please taste food you prepare before serving to ensure the quality).

Time issue:

- Please make sure children are brought to school and picked up from school on time. We have posted these times on the calendar and weekly sheet to ensure you are aware of these times.
- If you have questions about something you need to do, please ask at least one day before if possible. On several occasions, you have asked for instructions on how or what to do just as we are leaving the house, and we do not have time to explain things clearly to you. Please do not wait until the last minute to ask questions; ask when we all have plenty of time to be clear and patient.

Planning/preparation issue:

- Please make sure you have everything you need before you need it. Do not wait until the last minute, when you have nothing, and cannot proceed with instructions because you do not have what you need. Please indicate, in writing, when anything (soaps, spices, ingredients, cleaning supplies, etc) is ½ empty so that we can replace it without any last minute panic or emergencies. Use time after dinner to prepare everything you need for the next day so if you have questions we can answer them at that time.

- Please be sure to take notes on new instructions and review your notes in the evening so you truly understand what you need to do.

Childcare

- We are concerned that XXXX (child's name) is not being given time to play outside when we are not home. We understand that you are concerned with cleaning and shopping, but we consider play is a critical part of the life of a young child and you should be taking her out and playing with her for at least 1-2 hours (time given) per day (does not have to be all at once). 1 hour if she is in school or 2 hours or more if she is home all day.

We sincerely hope these issues can be corrected immediately. We hope this letter will serve to highlight the core problems so you can better focus on what you need to correct.

Signature of Employer:_____

Name of Employer:_____

HKID number:_____

Signature of Employee:_____

Name of Employee:_____

HKID number:_____

警告信示例 2

WARNING LETTER- severe misconduct

Date: _____

To: name of helper (HKID number.: _____),

This letter will serve as an official warning to you. You violated the rule we made regarding _____.

I asked you to _____. But you

_____.

Although I gave you a verbal warning, you did make the same mistake again. We found that you what mistake helper made on (date, Time) .

I have informed Arrow Employment Services for this event on date.

what mistake helper made is very severe misconduct. I fully expect you to correct this situation. Failure to take care of this problem and if happened again, I will see such action(what mistake helper made) as a severe misconduct, I will dismiss without paying you 1-month (HKD \$ 4010) salary, nor payment in lieu of any untaken annual leave and any pro rata annual leave pay for the current leave year.

Sincerely,

signature of employer

(Name of employer)

signature of helper

(Name of helper)