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[Let him be curious..]

[Examples of reasons to justify a pay raise. Please edit according to your situation and needs]:

During the past few years, I took on extra work and more responsibilities because I know that my performance is closely tied to the team's performance.

I was grateful for the opportunity to meet your professional expectations and therefore enhanced my contribution to the company.

For example: [List your accomplishments and gained qualifications]

- [List Text - Description]
- [List Text - Description]
- [List Text - Description]
- [List Text - Description]

[Summary]

I demonstrated good understanding of what needs to be accomplished when we've worked together on changes to be made to achieve our team goals.

[And for the future..]

Because I am loyal to the company growth, you have my commitment that I will take on extra assignments to enhance my qualifications/contribution.

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**ADDENDUM
To the
UGANDA HEALTH MARKETING GROUP
BUSINESS PLAN
2010 – 2014**

**UPDATED FINANCIAL PROJECTIONS
JUNE 2013**

Submitted by:
Johns Hopkins Bloomberg School of Public Health
Centre for Communication Programs
&
Uganda Health Marketing Group



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17 September 2010

Subject: JOB PROMOTION CONGRATULATION LETTER

Dear, Mr. Michael

We are pleased and honored to inform you with respect that you have been promoted from Junior Accounts Officer to Senior Accounts Officer in the organization. I congratulate to you on behalf of the company for this achievement of yours. As your post grows in the company your responsibility towards your work will also increase. You have achieved this promotion within a span of one year with all your hard work and dedication towards your work. We expect the same behavior from you in future even though you got a promotion. Your new salary structure and details about compensation everything will be mentioned in the official promotional letter which will be given to you very soon. If you find any queries or difficulties related to this matter you can contact the human resource department on the intranet of the companies' website. Once again many congratulations to you and all the best for future growth.

Yours Sincerely,

Ms. Lynn F. Hoskins

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The benefits of staying in the same position are well-known, but people who aspire to be promoted undoubtedly know that getting a promotion will bring new challenges. You should expect a promotion letter from your employer if you've earned a promotion. Job Promotion Letters Job Promotion Letter 01 1 file(s) 32.00 KB Download Job Promotion

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This Profit Sharing Agreement (**the "Agreement"**) is entered into as of **[DATE]** by and between **[COMPANY NAME]** having its principal place of business located at **[COMPANY ADDRESS]** (**the "Company"**) and **[REPRESENTATIVE]** having its principal place of business located at **[REPRESENTATIVE ADDRESS]** (**the "Representative"**), both of whom agree to be bound by this Agreement.

WHEREAS, the Company has developed **[PRODUCT]** (**the "Product"**) and holds ownership of all intellectual property rights in the Product;

WHEREAS, the Company desires to hire the Representative to market the Product for sale; and

WHEREAS, the Company and the Representative desire to enter into an arrangement whereby **[PARTNER 1]** and **[PARTNER 2]** will share the profits realized from the sale of the Product due to the efforts of the Representative according to the terms and conditions herein.

NOW, THEREFORE, in consideration of the mutual covenants and promises made by the parties hereto, the Company and the Representative (**individually, each a "Party" and collectively, the "Parties"**) covenant and agree as follows:

1. **TERM.** This Agreement shall last from the date of execution until terminated by thirty (30) days' written notice by either party.
2. **EFFECT OF TERMINATION.** Upon termination according to section 1, the following shall occur:
 1. The Representative shall continue to receive the profit share described herein from any continuing sales as a direct result of the Representative's efforts;

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(Last)

(Unit)

(V.L.L.)

UNIT: _____ SHIFT: _____ POSITION: _____

Date Submitted: _____

****No Vacation/PTO Time will be granted if time is not accrued by that date.****

1st Choice Start Date(s) _____ Return to work date: _____

Superior Weekend Date(s) _____ Return to work date: _____

2nd Choice Start Date(s) _____ Return to work date: _____

Superior Weekend Date(s) _____ Return to work date: _____

3rd Choice Start Date(s) _____ Return to work date: _____

Superior Weekend Date(s) _____ Return to work date: _____

Note: Preferred time vacation/PTO by unit seniority ONLY. Therefore, if you only give us one choice, you run the risk of having no vacation.

Approved: 1st Vac Day: _____ Return to Work: _____

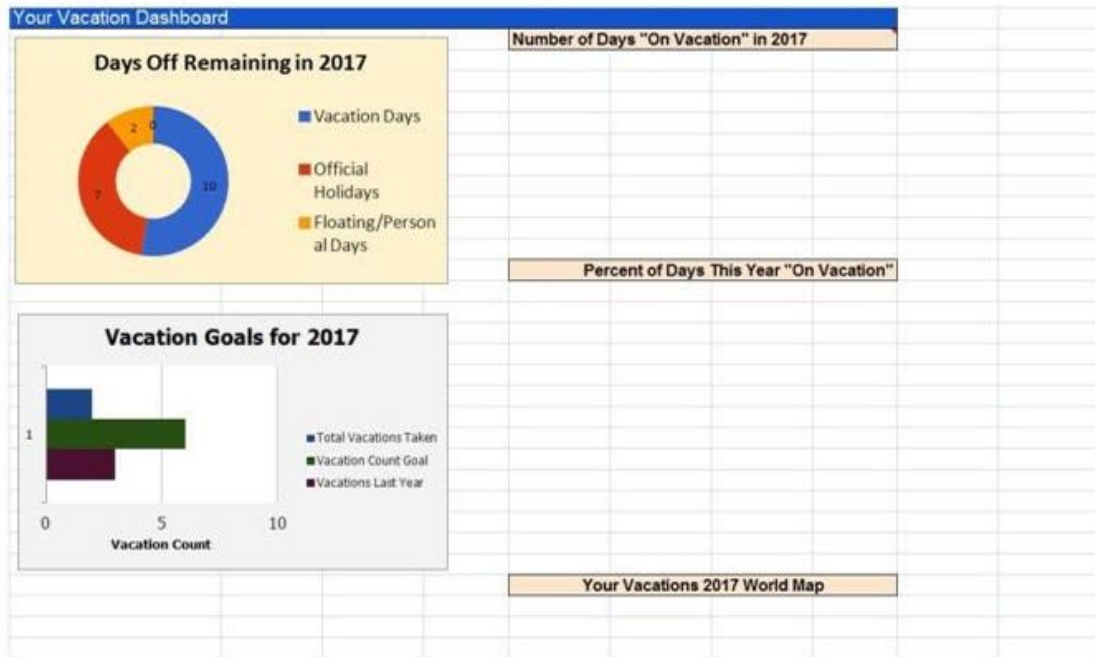
In [Vacation Request Forms](#)

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An employee vacation request form is a document that employees use during their time off. We all need a break at some point, especially when we work in high-stress environments, or it may be due to any of the personal reasons. You can be the person who approves vacation leaves at the office, but just

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The majority of employees value their vacation days as it's their main venue in relieving the stress of employment they're subjected to every day. Generally, they get a certain number of vacation days each year. The number of vacation days your employees take varies based on the contract they signed. The best way to monitor

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Organisation name

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Payroll

Month:

Name	Basic pay	Other taxable pay	Gross pay	PAYE	Employees SS	Advances / loans	Net pay	Employers SS	SS Total
1			-		-			-	-
2			-		-			-	-
3			-		-			-	-
4			-		-			-	-
5			-		-			-	-
6			-		-			-	-
7			-		-			-	-
8			-		-			-	-
9			-		-			-	-
26			-		-			-	-
27			-		-			-	-
28			-		-			-	-
29			-		-			-	-
30			-		-			-	-
TOTAL	-	-	-	-	-	-	-	-	-

Payroll reconciliation
Total gross last month

X
a
b
c
d

Prepared by:

Authorised by:

Total gross this month
Check

-
-

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Unrelated to your perfectionist tendencies, you need to stay organized. It's important to avoid both the problems and issues related to your company's payroll. The best way to make sure employees get rewarded is to make a template which you can use to give them rewards in a timely manner. If you want to save

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Resources department, and will not be held against you.

Employee name	Date
Date of hire	Last date of employment
Job title	Department

01 Please rate your direct supervisor on the following

	Excellent	Good	Fair	Poor
Clearly communicated expectations				
Held weekly or biweekly 1:1 meetings to discuss my projects and work				
Provided consistent and regular feedback about my work				

In [Exit Interview Template](#)

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It's inevitable that you will at one time or another leave your job. The reasons are your own and the Human Resources department may want to know why through an exit interview. This interview is a survey which provides feedback on the reasons for the employee's departure, what the employee liked about his employment, and

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+ **Note:** The length of the PIP period will vary depending on the individual circumstances, however as a general guide, 4-8 weeks could be considered an appropriate length of time for performance to improve. In exceptional circumstances, it may be appropriate to reduce the agreed period of the PIP during the process, but only where the employee is not available to complete the process, the majority of the assessment has already been completed and any significant change in the remaining period would be unlikely to alter the final assessment.

Instructions for Completion

<p>When to use this form This form is to be used:</p> <ol style="list-style-type: none"> where day-to-day monitoring and feedback does not improve performance; or when an employee's performance is rated Partially Effective at the end-cycle performance exchange in August. <p>Parts A, B & C are to be completed at the commencement of the PIP. Complete Parts D, E, F & G at the end of the PIP period.</p> <p>It is not mandatory to use this specific PIP template. For example, employees in the Defence Materiel Organisation (DMO) use the PIP box on the Form AD678 - Employee Performance Agreement (EPA).</p> <p>Supervisors may use this PIP form or any other tool to develop a PIP, provided that the PIP:</p> <ol style="list-style-type: none"> provides a set of short-term realistic and achievable expectations regarding the standard of performance and the conduct required throughout the PIP period; focuses on the areas where performance requires improvement; is supported by the employee's supervisory line; includes strategies to address causal and contributing factors to the poor performance; and provides the Performance Delegate with sufficient information to decide, at the end of the PIP period, whether the employee's performance has improved or whether the Performance Evaluation Process (PEP) is to be commenced. <p>More information on the PIP and the PIP process is available in the Defence Workplace Relations Manual (DWRM) Chapter 12 Part 3 (http://intranet.defence.gov.au/dwr/).</p> <p>Suggested steps to take when preparing for a performance exchange to improve poor performance*</p> <ol style="list-style-type: none"> Agree on a time and location to hold the exchange. These should be suitable to both the first-level supervisor and the 	<p>Suggested steps to take when conducting a performance exchange to improve poor performance*</p> <p>Evaluation:</p> <ol style="list-style-type: none"> Employee self-assesses their performance against the KERs on their current Performance Agreement. First-level supervisor provides comprehensive, honest and fair feedback on the employee's performance, providing any relevant evidence. Employee provides any necessary response, for example additional evidence, mitigating factors such as personal circumstances. Assess the achievement of results (or progress) against the KERs set for the performance cycle. Evaluate and assess whether learning and career development activities met their intended purpose. evaluate whether the Work Arrangements as planned were suitable and whether planned leave was taken. Close the existing Performance Agreement, noting the commencement of a PIP. <p>Planning:</p> <ol style="list-style-type: none"> Discuss and identify the KERs to be set for the forthcoming performance cycle and their priority. Discuss standards of behaviour expected. Identify strategies to improve performance, for example development activities or referral to the Employee Assistance Program; Discuss Work Arrangement such as attendance, working hours, travel, flextime or time off in lieu arrangements and flexible work options. Discuss leave plans including all leave.
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In [Performance Improvement Plan](#)

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Every manager or supervisor will face a situation where one of their team members isn't performing up to the mark at some point in their career. As a manager and as a team member, it's frustrating to deal with an underperforming team member. The problem is the employee doesn't know how to do the job

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Evaluation of _____ for _____ academic year. Forward completed form to _____ by _____ for tabulation.
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Prior to completing this evaluation, please review the individual's official PCC job description. When providing information in any area, please provide specific examples/ comments that support your rating/evaluation. Comments for specific areas should be continued on a separate page, if required.

This evaluation was completed by: (select one)

Employee _____ Supervisor _____ Direct Report _____ Other _____

1. What are my greatest strengths? (Please provide supporting examples).

2. What are the areas where I need to make improvement? (Please provide examples and suggestions for improvement).

In [Employee Evaluation Form](#)

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It is often emphasized that skilled workers are the pillars of a company. The more a company retains skilled workers, the better chance a company has of succeeding and growing in the future. This is why many companies have a system for tracking worker skills. If you're a business owner, it's useful to have an

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