

Script for underperforming designers under 2 years

Hi, Come in and sit down.

As you are aware the global situation surrounding COVID-19 (Coronavirus) remains incredibly fluid and is changing on an almost daily basis. From a UK perspective, the Government, following the advice of the Chief Officer has been forced to take unprecedented action.

This action together with the general advice given to the public will have a profound impact on the UK economy and this impact may last for some time.

As you will be aware, we review team performance at this time of year. In this very challenging period for retailers it is more important than ever to have a robust, efficient and knowledgeable sales team. It is also incumbent on all responsible businesses, irrespective of their size, to ensure that they are properly structured for the economic situation that the country is likely to face.

I am sorry to say that following a review of your performance and a re-evaluation of the staffing level needed in the showroom that we feel is appropriate going forwards, the decision has been made to terminate your employment.

Prior to reaching this decision, several were considered, but they were not able to address our concerns.

You are entitled to one week's notice which you will not be required to work. Your last day of service with the Company will be 23 March 2020.

You will be paid in lieu and for any accrued but untaken holiday up to the termination date. These payments will be subject to legally required deductions including tax and national insurance contributions. Your P45 will be forwarded to you in due course.

The reason for your dismissal is due to your performance bearing in mind the needs of the business and the economic situation facing the UK in light of the COVID-19 pandemic.

Any items or company property including keys and any items containing or referring to company confidential information must be returned to The HR Department, The Nest, Falklands way, Barton upon Humber, DN18 immediately. Any confidential information held by you in electronic form must be irrevocably deleted.

The Company has not taken this decision lightly and wishes you the very best. Once this extraordinary crisis has passed we would invite you to re-connect with the Company.