EMPLOYEE COUNSELING MEMO

Supervisor: Date of session:
Re: Employee Dept/Position:

1. The following observations have been made of your performance/conduct:

2. The following standards are expected of you from now on:

3. These standards are important because of the following impact:

4. The following resources/support will be provided to you:

5. If you fail to comply with above standards, the following consequences will apply:

6. This matter will be reviewed within __60___ days.

_____ _____
Supervisor's Signature Date

My signature indicates receipt of this document, which will be placed in my personnel file within 7 business whether or not it is signed. Written comments **are / are not attached (circle one)**.

_____ or _____ _____
Employee Signature Witness Date