

**COUNSELING MEMORANDUM**

TO: Click here to enter text. DATE: Click here to enter a date.

FROM: Click here to enter text. RE: Click here to enter text.

On Click here to enter a date., we met to discuss your unacceptable conduct and/or performance. The unacceptable conduct or performance is Click here to enter text..

It is unacceptable because Click here to enter text..

Your response or comment was Click here to enter text..

Your performance or conduct can be improved by Click here to enter text..

A follow-up meeting to discuss this matter will be scheduled on/by Click here to enter a date..

*Counseling is intended to be a constructive process to assist you to identify, discuss, and remedy aspects of your job performance or conduct that need improvement. As noted above, these aspects have been discussed with you and require your immediate attention.*

***Failure to correct your performance may lead to further administrative action including discipline.***

**If applicable:**

I have informed the employee of the Family Medical Leave Act (FMLA)

I have informed the employee of Employee Assistance Program (EAP)

I have informed the employee to contact the Office of Human Resources for further assistance that may be available.

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Signature of Employee / Date Signature of Supervisor / Date

**The employee’s signature is to acknowledge receipt of this counseling memo and does not necessarily signify the employee’s agreement with its content.**