

**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.

This memo is to summarize our conversation on Click here to enter a date..

We discussed Click here to enter text..

You stated Click here to enter text..

You were informed Click here to enter text..

In conclusion Click here to enter text..

*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.**