

## SAMPLE COUNSELING MEMO

<b>Name and Title of Employee being Counseled:</b>	
<b>Name and Title of Individual Issuing Counseling Memo:</b>	
<b>Date of Counseling Session:</b>	
<b>Date this Counseling Notice Issued:</b>	

**Purpose of Counseling Memo**

The purpose of this counseling session is to point out job performance deficiencies and provide you with a specific improvement plan that is intended to help you meet performance expectations. Please keep in mind that counseling is designed to provide you with constructive feedback so that any performance deficiencies can be clearly communicated and appropriately addressed. As such, counseling is not discipline and should not be construed as such.

**Performance to be Addressed**

(Provide details)

**Improvement Plan**

You will be required to follow the following **Improvement Plan** outlined below and any other directives and instructions as issued by me or any other authorized member of management. You are encouraged to bring any questions you have to my attention.

(Provide details)

**Failure to Comply**

Please be aware that if you do not abide by any provision of this counseling memo or any directive given by your supervisor, you will be subject to appropriate disciplinary action up to and including termination of employment, in accordance with the disciplinary provisions contained in the (state whatever is applicable: Employee Handbook, collective bargaining agreement or Civil Service Law Section 75).

(Provide other details as necessary)

**Employee Comments:**

This space may be used by the employee to provide comments relating to this counseling session (*to be completed in employee's own handwriting*).

<b>State the date of the next meeting to follow-up with the employee:</b>	
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<b>Employee Signature verifying that the above counseling session was held on the date specified above:</b>		<b>Date:</b>	
<b>Department Head Signature:</b>		<b>Date:</b>	

**Copies** of this counseling notice shall be distributed to the following: (Check Appropriate Box)

√	Employee
√	Department Head
√	Union President
√	Employee's Personnel File