

COUNSELING MEMO TEMPLATE - Should be printed on department letterhead.

To:

From:

Date:

Subject:        Counseling Memorandum

The purpose of this memo is to document the issue(s) discussed at our meeting today. In our meeting we discussed        (example: your unsatisfactory performance of assigned duties).

*Signing this form does not imply that you agree with the action taken, only that you are acknowledging receipt of this counseling memo.*

cc: Kathy Williamson, Employee Relations Manager