**CONFIDENTIAL MEMORANDUM**

To: Employee Name

Title

From: Issuing Manager

 Title

Date: Date

RE: Counseling Statement

This memorandum is sent as a non-disciplinary counseling statement. The intent of this notice is to advise you of areas that need improvement, with the hope that it will prevent corrective action in the future.

The basis for the notice is regarding your:

 \_\_\_\_\_\_ Attendance

 \_\_\_\_\_\_ Conduct

 \_\_\_\_\_\_ Performance

 \_\_\_\_\_\_ Other (refer to attached report)

Attached is a report that summarizes the matter that has prompted this action.

Please be advised, future issues may result in corrective action up to and including separation from employment. A copy of this memorandum will be included in your personnel file and may be reflected on your annual evaluation. If you are a member of a union, please be advised that you have the right to forward to them a copy of this letter. If there are questions or concerns on how the management can help strengthen the above areas, please feel free to contact me.

CC: Appropriate Management

 Jesse Perez, Director of Employee and Labor Relations

 HRS, Personnel File

 Union (if member of bargaining unit)

**Incident Report**

Name of Employee:

Date(s) of incident:

Summary of Incident (include related policy or instruction that was violated, facts considered, names of employees involved):

History of other related issues or corrective action: