**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 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)

**Summary Report:**

**Instructions to manager:** on a separate document, please summarize the facts of the matter leading to this notice. It is advisable to include dates (or approximate dates) of relevant events, history of other instances, and specific next steps for the employee to perform to avoid further action. After completing a summary, attach the summary to the initial page of this document.

Before issuing the action to the employee, please send a draft to Jesse Perez, in Labor Relations (Office of General Counsel) for a review.