**\*\*\*\*\*\* NOTE: fill in red areas \*\*\*\*\*\***

**CONFIDENTIAL MEMORANDUM Letter Head**

To: Employee Name

Title

From: Issuing Supervisor

 Title

Date: Date

RE: Corrective Action

This memorandum is sent as a notice of the following corrective action:

 \_\_\_\_\_\_ Verbal Warning

 \_\_\_\_\_\_ Written Warning

 \_\_\_\_\_\_ Suspension (unpaid)

 \_\_\_\_\_\_ Length of suspension (total number of work days)

The basis for the corrective action is:

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

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

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

 \_\_\_\_\_\_ Other

Attached is a summary of the matter that has prompted disciplinary action.

Because your civil service classification is represented by a union, please contact your union representative for guidance. A copy of this notice will be included in your personnel file and will be reflected on your annual evaluation. Please be advised, future issues may result in additional corrective action up to and including termination of employment.

CC: Appropriate Management

 Jesse Perez, Director of Employee and Labor Relations

 HRS, Personnel File

 [Union]

**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.