

**EMPLOYEE LETTER OF COUNSELING**

**Employee Name:** \_\_\_\_\_ **Date of Notice** \_\_\_\_\_

**Position Title:** \_\_\_\_\_

**Type of Problem**       Tardiness     Absenteeism     Insubordination     Quality of Work  
 Quantity of Work     Uniform and Neatness     Safety  
 Other: \_\_\_\_\_  
\_\_\_\_\_

**Problem Occurred on:** Date: \_\_\_\_\_ Time \_\_\_\_\_ Place: \_\_\_\_\_

**Action Taken on this notice:**

- Verbal with Counseling                       First Written with Discussion
- Second Written with Discussion             Disciplinary Action

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Supervisor Discussion with Employee:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employee Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*This information will be placed in your file and a copy sent to Human Resources along with any disciplinary action taken.*

**Employee Signature:** \_\_\_\_\_

**Witness (Union Rep):** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_