MEMO

**DATE:**

**TO:** (Name and position title)

**FROM:** (Name and position title)

**RE: Performance Improvement**

This memo is intended to address the following performance issue(s) and to establish expectations going forward:

[Describe why work isn’t meeting expectations or behavior is inappropriate, violates policies, negatively impacts customer service, etc.].

To resolve this problem you will be expected to do the following Action(s) necessary to correct problem, resolve dispute, etc.]. :

Your full cooperation in the future will be expected and required. I will check back with you [on specific date or weekly, monthly] to discuss your progress or lack thereof.

You need to understand that this memorandum does not constitute a disciplinary action. It will not go into your personnel file. It is a notification to you that the particular conduct discussed here is not acceptable. It is also a record of what is expected to correct the problems in the future. If the problem continues, disciplinary action may be imposed on you at that time up to and including termination, and this documentation of counseling would then go into your personnel record as evidence of performance problems that resulted in the need for discipline.

 Supervisor Date

I have received a copy of this counseling memorandum. My signature, below, does not imply agreement with its contents.

 Employee Date