



## EMPLOYEE COUNSELING NOTICE

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Client Company: \_\_\_\_\_

Each individual is a valued employee, whom we want to be successful in achieving the performance standards set forth by this organization. The purpose in providing counsel at this time is to correct a problem, which may be a roadblock to that success.

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### REASON FOR COUNSELING

- Attendance                       Safety                                       Work Quality                       Other
- Tardiness                               Insubordination                       Work Quantity

Violation Date: \_\_\_\_\_

Violation Time: \_\_\_\_\_

Counseling Notice:    First                       Second                       Final

Place of Violation: \_\_\_\_\_

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### COMPANY STATEMENT

Describe in detail what the employee has done. Cite how this interferes with the work environment, employee performance, business operations, or the well being of other employees. Cite verbatim the rule, policy, law, standard or regulation that was violated. (Use additional sheets if necessary).

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**CORRECTIVE ACTION**

**What specific action is required of this employee in order to resolve this problem?  
What will be the consequences if this employee does not take the corrective action?  
What disciplinary action (if any) will be taken at this time?**

**Follow Up Date:** \_\_\_\_\_

\_\_\_\_\_  
**Supervisor's Signature**

**Date:** \_\_\_\_\_

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**EMPLOYEE STATEMENT**

**I have read this notice and understand what corrective action that I am required to take in order to resolve the problem explained above.**

**EMPLOYEE COMMENTS (if any):**

\_\_\_\_\_  
**Employee's Signature**

**Date:** \_\_\_\_\_

**Employee refused to sign this notice.**

\_\_\_\_\_  
**Witness Signature**

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**Routing:**      **Original to Propel HR's Human Resources Department**  
                    **Copy to Employee**  
                    **Copy to Supervisor or Client**