



MEMORANDUM

COUNSELING MEMORANDUM

To: (Name, Job Title)

From: (Name, Job Title)

Subj: Counseling Memo

Date:

The probationary period is an introductory time that allows the employee and university to determine if the employee is suited for the job. During the probationary period, either the employee or the university can end your employment at will. You are receiving this Counseling Memo as a result of several performance issues that have occurred between (date) and (date) which, if not satisfactorily corrected, may result in the termination of your employment.

(Summarize performance problems. Be as specific as possible. Describe the issues, the timing, the frequency if applicable. Describe any attempts to re-train, initiatives on the employee's part to seek further help or training.)

This has created a real problem for (department or unit name). (Describe consequences such as – other staff needing to cover, customers not receiving timely answers, etc.)

It is very important that you correct these performance issues. (We/I) hope to work with you over the next (reasonable period of time) to raise your performance to the expected standards. We will meet again on (date) in (location of meeting) to assess your progress.