

EMPLOYEE COUNSELING FORM

Employee Name: _____

Employee Title: _____

Supervisor Name: _____

Supervisor Title: _____

Counseling Date: _____

Incident Date: _____

The reason for issuing this counseling is as follows: (Select all that apply):

☐ Absence/Tardiness

☐ Behavior/Teamwork

☐ Inappropriate Conduct

☐ Poor Performance

☐ Violence

☐ Inappropriate Dress

☐ Violation of Company Policy

☐ Harassment

☐ Substandard Work

☐ Sleeping on the Job

☐ Falsification of Documents/Records

☐ Other: _____

Action Taken:

☐ Verbal Warning

☐ Written Warning

☐ Suspension without Pay

☐ Termination

☐ Other: _____

Description of Incident:

Name of Witness(es) to the Incident:

Summary of Corrective Action Plan to be Taken:



Sample Template Employee Counseling

Xiang Xie



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