**Employee Counseling Statement**

Employee Information

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| Employee Name | Date |
| Employee Job Title | Supervisor Name |
| Issuer Name | Location |

Counseling Type

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| I have made the following observations of the employees conduct or performance:  |
| Prior discussions or warnings on the subject: |
| I have informed the employee of the following standards that are expected of him or her:* Improvement must be immediate, marked and sustained.
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| These standards are important because they have the following impact on the work environment: |
| I have informed the employee of the following consequences should he/she fail to conform to the above standards: Should your performance remain unsatisfactory or become unsatisfactory again based on the above or any other rule or company policy, this may result in further disciplinary action, up to and including termination. This includes any other occurrence of any problem. These matters will be reviewed at the occurrence of any other problem. If this is a final warning, include a statement like: I will remain available to discuss areas in which you feel that you need continued support. However, you have been previously warned that continued disciplinary issues will lead to termination. **This is a final written warning.** Any violation of company policy or rules will result in dismissal.   |

Employee Comments

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| Please use this section to make any comments regarding the above listed matter:   |

Sign and Date

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| By signing below I am affirming that I understand the contents of this document. My supervisor has reviewed the above content with me. I understand that corrective action is required and further understand the potential consequences of non-compliance.  |
| Employee Signature | Date |
| Supervisor Signature | Date |
| Witness Signature | Date |