

Employee Counseling Statement Example

Employee Details

- Employee Name: _____
- Position: _____
- Supervisor's Name: _____

Incident Report

- Date of Occurrence: _____
- Description of Issue: _____

Counseling & Corrective Measures

- First Verbal Warning
- Second Verbal Warning
- Written Warning
- Final Warning

Employee Comments

- Employee's Explanation: _____

Action Plan

- Steps to Correct Behavior: _____
- Timeline for Improvement: _____

Acknowledgment

I acknowledge receiving this counseling statement and understand the expectations for improvement.

Signatures

- Employee: _____ Date: _____

- **Supervisor:** _____ **Date:** _____
- **Witness (if applicable):** _____ **Date:** _____