MEMORANDUM FOR: [Employee Name]

FROM: [Supervisor Name]

DATE: [Date]

SUBJECT: Letter of Counseling for Performance Correction

1. PURPOSE: This letter serves as a formal counseling regarding your job performance. The purpose of this discussion is to identify specific areas where performance standards are not being met and to outline the necessary steps for improvement.

2. PERFORMANCE DEFICIENCIES: On [Date(s)], the following performance issues were observed:
[Describe the specific behavior, missed deadlines, or quality issues here.]

3. EXPECTATIONS: Your performance is expected to meet the following standards:
[List specific, measurable goals or behavioral changes required.]

4. PLAN FOR IMPROVEMENT: To assist you in meeting these standards, the following actions will be taken:
[List training, resources, or follow-up meeting schedules.]

5. CONSEQUENCES: Failure to correct these performance issues and maintain satisfactory performance may result in further disciplinary action, up to and including termination of employment.

6. ACKNOWLEDGMENT: Your signature below acknowledges that you have received this counseling and understand the expectations. It does not necessarily indicate agreement with the contents.

_____
Supervisor Signature / Date

_____
Employee Signature / Date