MEMORANDUM

TO: [Employee Name]
FROM: [Manager Name]
DATE: [Date]
SUBJECT: Coaching Memorandum: Team Collaboration and Professional Conduct

Dear [Employee Name],

This memorandum serves as a formal coaching session regarding your recent performance in the area of team collaboration and interpersonal communication. Our goal is to ensure that all team members contribute to a supportive and productive work environment.

Observations:
During the period of [Date] to [Date], the following behaviors were observed:

- [Specific Example 1: e.g., Failure to share project updates with the team]
- [Specific Example 2: e.g., Use of dismissive language during group meetings]
- [Specific Example 3: e.g., Lack of responsiveness to peer requests for assistance]

Impact:
The lack of effective collaboration has resulted in [mention impact, e.g., project delays, decreased team morale, or duplication of work]. For the team to succeed, open communication and mutual support are essential requirements of your role.

Expectations:
Moving forward, you are expected to:

- Actively participate in all team discussions and planning sessions.
- Communicate in a professional, respectful, and constructive manner.
- Provide timely responses to colleagues and share relevant information freely.
- Demonstrate a willingness to assist team members to meet collective goals.

Next Steps:
I am committed to helping you improve in this area. We will meet on [Date] to review your progress. Please note that failure to improve team collaboration may lead to further formal disciplinary action.

Sincerely,

[Manager Signature]
[Manager Title]

Acknowledgment:

I acknowledge that I have received this memorandum and have discussed its contents with my manager.

Employee Signature: _____ Date: _____