MEMORANDUM

TO: [Employee Name]
FROM: [Supervisor Name]
DATE: [Date]
SUBJECT: Coaching Memorandum regarding Violation of Company Policy

Dear [Employee Name],

This memorandum serves as a formal record of our coaching session held on [Date] regarding your recent violation of company policy. The purpose of this discussion is to ensure you understand the expectations of your role and the importance of adhering to established guidelines.

1. Description of Violation:
On [Date of Incident], the following policy violation occurred: [Provide a detailed description of the incident and specify the exact policy from the Employee Handbook that was violated].

2. Impact of Violation:
[Explain how this behavior affects team productivity, safety, or company operations].

3. Previous Discussions:
[Mention if this was previously discussed informally, or state that this is the initial formal coaching regarding this specific issue].

4. Expectations and Required Action:
Effective immediately, you are required to:
- [List specific action 1]
- [List specific action 2]
- [List specific action 3]

5. Support and Follow-Up:
We are committed to helping you succeed. I will monitor your performance closely over the next [Number] days. We will meet again on [Follow-up Date] to review your progress.

Please note that further violations of company policy or failure to improve may lead to further disciplinary action, up to and including termination of employment.

Sincerely,

[Supervisor Signature]
[Supervisor Title]

Employee Acknowledgment:

I acknowledge that I have received this memorandum and have discussed it with my supervisor. My signature does not necessarily indicate agreement with the contents, but confirms that the meeting took place.

_____
[Employee Signature]

_____
[Date]