Central Missouri Community Action

COUNSELING STATEMENT----Written Warning

FROM: **Name**_____ **Date**_____

Dept._____**Position**_____

RE: **Employee**_____**Position**_____

1. **I have made the following observation of employee's conduct:**

2. **I have informed employee of the following standards that will be expected from this employee in the future:**

3. **These standards are important because of the following impact on the work environment:**

4. **I have advised employee of the following consequences if s/he fails to follow the above standards:**

5. **These matters will be reviewed on:**

6. **Other materials attached to this statement are: (If none, check__)**

_____

Supervisor's Signature

I have read and received a copy of the above statement and any attached materials. I do/do not wish to submit written comments of my own about this matter. I understand that my signature indicates only that I have read and discussed this matter.

_____

Employee's Signature

Revised June 2006