

Progressive Discipline Memo Template

Delivery Via: (Via Email, Letter, Registered Mail, or in person)

Memorandum

To:

From:

Date:

Current State: List specific job performance expectations that address current problem areas.

(Name of employee), you are being held accountable in Step (I, II, or III) for:

Reason 1:

Reason 2:

Past Coaching: Summarize past coaching conversations and/or written notification shared with the employee regarding his/her performance. Include a detailed report of the most recent incident which is the cause for Progressive Discipline.

Although we have discussed the importance of this issue (when/where), you have not improved on this issue or met this job expectation.

The most recent discussion of this issue was on (fill in the blank) OR detail the dates and conversations.

I have not seen improvement (limited improvement, improvement in some areas but not others, etc) in your performance.

Current Expectations: List specific job performance expectations that address the current problem areas.

In order to improve your job performance and to not be held further accountable in Progressive Discipline, you must meet all of the following job expectations completely and consistently;

Expectation 1:

Expectation 2:

Final Summary: Summarize the impact on the employee for not meeting the expectations listed above, completely and consistently, and set forth ownership for the improvement. Indicate your (the manager's) intent to support the employee.

If you do not meet these job expectations completely and consistently, you will be held further accountable. As your manager, I am here to support and guide you. I am also available to answer any questions or concerns you may have.

Regards,

Manager Signature and Date

cc: Departmental file for Step I. Steps II,III require cc: HR Personnel file