

Progressive Discipline Memo Example

MEMORANDUM

TO; Insert Employee Name
FROM: Insert Supervisor Name
RE: Progressive Discipline Step I

DATE: Insert Current Date

Current State:

(Insert employee name), you are being held accountable in Step I of Progressive Discipline for your failure to meet our project deadline. On October 10, 2011, you were assigned the X Project that was to be presented by you on November 14, 2011 at 10 a.m. in my office. You did not turn in the results of the project until November 16, 2011. Additionally, the project results were incomplete.

Past Coaching:

In each of our weekly meetings over the past month, we have discussed the importance of this project and how it impacts our team goals, as well as the department's goals. Additionally, I have asked you in these meetings to let me know if you anticipate any delays with meeting your deadlines so that we may prioritize assignments. You did not speak with me before the project deadline regarding any issues that would prevent you from meeting the deadline. The impact of the failure to meet the deadline means that there will be a lengthy delay in starting the second project. For this reason, you are being held accountable in Step I of Progressive Discipline.

Current Expectations:

The expectations of your role for which you are accountable include:

- 1) You are expected to meet all deadlines. If given an assignment without a deadline, you are expected to ask for one. If you see that you are not able to meet an upcoming deadline, you are expected to meet with me before the deadline to discuss an extension. If you have competing deadlines, you are to talk with me to gain assistance in setting priorities.
- 2) You are expected to maintain an acceptable quality of work. This means that written documents from you should be checked for accuracy of spelling and information. Also, your work should be complete and should provide the previously agreed upon deliverable.
- 3) You are expected to keep a daily log of your progress on projects and turn it in to me by Friday of each week.

Final Summary:

Step I of Progressive Discipline means that you are formally reprimanded and that you will be held under heightened scrutiny for job performance to meet the expectations of your role. You will need to make immediate, complete, and consistent changes as outlined above. If you do not meet the above listed expectations, you will be held further accountable.

I want to support and guide you through this process and am available to answer any questions or concerns you have. I hope to see immediate positive changes in your job performance.

Manager Signature and Date