MEMORANDUM

TO: Employee Name, Title, ID

FROM: Supervisor Name, Title

 Department Name, Department Number

DATE: [insert date]

SUBJECT: Documentation for Verbal [insert Counseling or Reprimand]: [insert misconduct]

**Purpose**

In accordance with the Clemson University Discipline Policy, this letter serves as documentation of a verbal [insert counseling or reprimand] regarding [cite specific misconduct and the date(s).]

**Summary of Misconduct Prompting the Verbal [insert Counseling or Reprimand]**

* On [date], [describe misconduct and state specific times, dates, etc.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.]
* [Reference the Clemson University policy / rule or law that was broken.]

**Impact of Action(s)**

* [Insert a statement of the impact this misconduct has had on the department and institution (e.g., effect on other employees and/or students, operational or business impact).]

**Corrective Action Required and Timeline**

* In order to avoid further disciplinary action, Clemson University requires that you adhere to the following guidelines:
* [Insert instructions for adherence to policy or steps that must be taken to correct problem.]
* [Insert additional bulleted items as needed.]

**Consequences of Failure to Adhere to Corrective Action**

Further disciplinary action, up to and including termination, may be taken for continued similar misconduct or any other forms of misconduct as outlined in the University’s Discipline Policy.

**Records**

A copy of this documentation verbal [insert counseling or reprimand] will be placed in your personnel file.

By signing below you are acknowledging that we met to discuss this issue and that you have received a copy of this document.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee Signature/Date Witness/Date
 (if employee refuses to sign)

 CC: HR Personnel file