

Example

Formal Counseling – Unclassified Staff

To:
From:
Date:
Subject:

The purpose of this document is to formally notify you of the following concerns with your performance and/or behavior that have been identified:

- (Description of issue 1)
- (Description of issue 2)

You must immediately correct your performance in these identified areas. Failure to do so will result in additional action up to and including termination of your employment.

Please sign below indicating we have discussed all of the above items.

Employee Signature

Date

Supervisor Signature

Date



THE OHIO STATE UNIVERSITY
HUMAN RESOURCES

