**MEMORANDUM**

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| **Date** | **:** | [Insert the date this memorandum is to be issued to the employee] |
| **To** | **:** | Employee Name  Classification  Program/Unit  California Department of Fish and Wildlife |
| **From** | **:** | Supervisor Name  Classification  Program/Unit  California Department of Fish and Wildlife |
| **Subject** | **:** | **Counseling Memorandum - [INSERT topic]** |

This counseling memorandum memorializes our discussion regarding your unacceptable [performance/conduct/attendance – select topic]. This documentation sets forth measures for addressing this issue in an effort to resolve it.

Specifically, on [insert date], you failed to [clearly and objectively describe the problem(s)]; include any negative impact or potential impact on business operations].

In response to the above issues, you stated insert the employee’s response provided during your corrective action discussion, if applicable], or words to that effect.

Your actions violated [Identify and insert specific written rules, policies, regulations and/or procedures that were violated. Do not include Government Code section 19572 causes for discipline.]

You are to immediately bring your [performance/conduct/attendance – select topic] to the established expectations and sustain it at that level. Your [performance/conduct/attendance – select applicable topic] will continue to be monitored, and deficiencies documented.

Additionally, you are instructed to comply in an immediate, consistent, and sustained manner, with the following: [The following are recommended examples. Identify expectations, instructions, and/or training to be completed to add to the list below. Assign deadlines as appropriate.]

1. Review and comply with the attached duty statement, signed on [insert date].
2. Abide by all lawful orders given to you by a supervisor, without exception.
3. Read and familiarize yourself with the [insert the titles of violated policies, procedures and regulations violated listed above] by [insert[deadline/date] .

Your conduct on this occasion was unacceptable and will not be tolerated by this Department. If you engage in similar conduct in the future, the Department will take adverse action against you based on the incidents cited in this memorandum, as well as any future incidents.

I will follow-up with you within 30 days from issuance of this counseling memorandum to ensure your compliance with expected [performance/conduct/attendance – select applicable topic] standards. This counseling memorandum will be placed in your supervisory file for 12 months.

Supervisor Name, Classification Date

Program/Unit

California Department of Fish and Wildlife

Your signature below verifies your receipt of this counseling memorandum.

Employee Name, Classification Date

Program/Unit

California Department of Fish and Wildlife

Attachments [List below, if applicable]:

cc: Supervisory File - Employee Name, Classification