

# Form: Counseling Memorandum

<b>Name of person conducting Counseling session:</b>		<b>Name of employee:</b>	
<b>Designation:</b>		<b>Personnel number:</b>	
<b>Date of counseling session:</b>		<b>Position:</b>	
<b>Main area of concern:</b>		<b>Department:</b>	
<b>Items under discussion:</b> (Areas of none compliance / not meeting standards)	<ol style="list-style-type: none"> <li>1. A</li> <li>2. B</li> <li>3. C</li> <li>4. D</li> <li>5. E</li> </ol>		
<b>Standards require in future:</b> (Specify measurable standards and due dates)	<ol style="list-style-type: none"> <li>1. A</li> <li>2. B</li> <li>3. C</li> <li>4. D</li> <li>5. E</li> </ol>		
<b>Employee declares as follows:</b>	<ul style="list-style-type: none"> <li>• I acknowledge and agree with the future requirements set by my Supervisor/Manager/Employer.</li> <li>• I understand that this is not a warning but can result in a warning should I not comply with the future requirements as stipulated in this document.</li> <li>• The contents and implications of this counseling memorandum were explained to me and I understand it completely.</li> <li>• I was not forced nor influenced, in any way, to sign this counseling memorandum.</li> </ul>		
<b>Employer or designate signature:</b>		<b>Employee signature:</b>	
<b>Witness signature:</b>		<b>Representative signature:</b>	