

INSERT DEPARTMENT LETTERHEAD

DATE

EMPLOYEE NAME

TITLE

DEPARTMENT

Dear EMPLOYEE,

This letter of counseling is a follow-up to our conversation on DATE. In that conversation, we discussed several incidents in which you displayed [inappropriate behavior or unsatisfactory performance]. DESCRIBE BEHAVIOR/PERFORMANCE NEEDING CORRECTIVE ACTION. PROVIDE DATES AND SPECIFIC DETAILS. (E.g., The inappropriate behavior includes: [e.g., your lack of collaboration with co-workers; your unprofessional comments]. The unsatisfactory performance includes: [e.g., failing to meet deadlines, not meeting performance expectations].)

These incidents are a violation of the Commonwealth's Standards of Conduct, Policy 1.60 (*available at <https://www.dhrm.virginia.gov/hrpolicies>*). ADD ANY OTHER RELEVANT POLICY, INSTRUCTION OR EXPECTATIONS DOCUMENT. According to the Standards of Conduct, "Employees covered by this policy are employed to fulfill certain duties and expectations that support the mission and values of their agencies and are expected to conduct themselves in a manner deserving of public trust." Specifically, you are expected to ENTER RELEVANT LANGUAGE FROM POLICY 1.60. [E.g., Demonstrate respect for the agency and toward agency coworkers, supervisors, managers, subordinates, residential clients, students, and customers; Meet or exceed established job performance expectations.]

In the past XX months, I have counseled you many times on [inappropriate behavior/unsatisfactory performance]. ENTER DATES OF PRIOR VERBAL OR WRITTEN COUNSELINGS. This letter serves to bring to your attention concerns about your performance and my expectations for you as you fulfill your duties. In order to document these expectations, I will place a copy of this letter in your departmental file. I want to be clear that failure to meet my expectations could result in formal disciplinary action, up to and including termination in accordance with the Standards of Conduct.

In order to clarify my expectations, below is a list of items where I expect immediate and sustained improvement:

- ENTER EXPECTATIONS

I encourage you to contact the Faculty and Employee Assistance Program (FEAP) at 434-243-2643 to assist in addressing any personal matters that may be affecting your ability to perform well on the job. FEAP can also assist with time management, prioritizing work, and other job skills as needed. If you have questions about the contents of this letter, please contact me or UVA Human Resources at askhr@virginia.edu or 434.243.3344. I look forward to seeing your continued improvement in this area. If there are ways I can assist you in these efforts, please let me know.

Best Regards,

SUPERVISOR NAME
TITLE

I have read this memo and understand the information presented to me.

EMPLOYEE NAME

Date