**Coach and Counsel**

[Date]

[Name]

[Address]

Re: Coach and Counsel

Dear [EMPLOYEE NAME]:

On [DATE] we discussed concerns regarding your performance and the need to demonstrate immediate and sustained improvement to meet performance expectations and requirements in your role as [JOB TITLE]. Specifically, your performance with regard to [*INSERT GENERAL STATEMENT OF REASON*]*,* has been unsatisfactory. [We discussed the need to follow department procedures and check your work to ensure quality standards are met. …*OR INSERT OTHER RELEVANT DATA*].

Your conduct is serious from the standpoint of the County.  Employees are expected to *[INSERT INFORMATION REGARDING EXPECTATIONS]*.

Performance issues are serious and it is expected that you will do whatever necessary to correct behaviors and improve performance. Please discuss with your supervisor if you have questions or need assistance.

Sincerely,

[SUPERVISOR/MANAGER NAME]

[TITLE]

cc: Personnel File

I have received a copy of this notice and it has been discussed with me.

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Employee Signature Date