

# I LOVE VACATIONS

## EMPLOYEE CORRECTIVE ACTION/COUNSELING FORM

Date:

Employee:

Job Title: Property Inspector

Direct Supervisor:

Action Taken: Verbal Warning, First, Second, Third/Final Written

**I. Issue:**

⇒ Your conduct is not in keeping with Company practices & policies for the following reasons:

⇒ Detailed explanation of the issue with dates.

**II. The following Improvements are required by:**

⇒ What improvements must be made.

⇒ (Place on Third/final) Any other occurrence could lead up to and final documentation or termination.

The contents of this memo are to remain confidential. Should you have any questions or concerns regarding this memo, you are expected to follow-up directly with your supervisor.

**I acknowledge that a copy of the above action has been given to me on this day and that a copy of this document will be placed in my personal file.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date