



Coaching Opportunity

Employee Name _____ Date _____
Store # _____

Statement of Situation

Date of Occurance _____

This Notice concerns: _____

- ☐ Unacceptable Behavior (progressive discipline procedure.)
- ☐ Serious Rules infraction (immediate Termination)

Has this problem been discussed with the employee before?

Yes _____ No _____ Orally (date) _____ Written(date) _____

Describe the Situation:

Counseling Record

	Oral Warning	1st Warning	2nd Warning	Termination
Date:				
Manager:				

Employee Feedback

The employee is encouraged to remark in the space provided or in additional space, of their feelings about this action.

Employee Signature _____ Date _____

Current Action to be taken

I have read this notice and understand it

Employee Signature
Date _____

Signature of person preparing notice
Date _____

Supervisor's Signature
Date _____