

**DIVISION OF COMPARATIVE MEDICINE**

## MEMORANDUM

**TO: GEMS Employee ID#:**

**FROM:**

**DATE:**

**RE:** Documentation of Counseling{insert concern}

On {insert date you had counseling session}, you and I met to discuss concerns and expectations regarding {insert concern}. This memo serves to document and reiterate concerns expressed during that meeting regarding {insert concern}

{describe concern, provide specific details}

{insert behavior of concern} has a serious negative impact on the daily operations of the {insert name of facility} animal facility. {identify what the negative impact is, necessary corrective action and/or future behavior expectations}

Continued {insert concern} may result in more severe disciplinary action.

Signature of Employee Acknowledging Receipt Date

Signature of Supervisor Date

Signature of Director/Designee Date

cc: Comparative Medicine, Division Personnel File