

**CONSULTATION WITH EMPLOYEE**  
*(PROVISIONS OF TLE SHALL BE INCLUDED AS PART OF THIS FORM)*

This is to confirm that \_\_\_\_\_  
(name of supervisor)

counseled with \_\_\_\_\_  
(name of employee)

about \_\_\_\_\_  
(nature of misconduct and corrective action required)

and informed the above employee that the employee's failure to correct the conduct described above could result in disciplinary action.

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature of supervisor)

I hereby acknowledge that I was informed of the conduct and corrective action described above. I further acknowledge receipt of a copy of this consultation notice.

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature of employee)

NOTE: FILE ORIGINAL IN EMPLOYEE'S PERSONNEL FILE