

# Employee Counseling Letter

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee ID: [Insert Employee ID]

Department: [Insert Department]

Dear [Employee Name],

We are writing to address some concerns regarding your behavior in the workplace. It has been brought to our attention that on [insert specific dates or incidents], your actions have negatively affected the work environment and team dynamics.

Specifically, the following behaviors have been noted:

- [Behavior Concern 1]
- [Behavior Concern 2]
- [Behavior Concern 3]

It is important for us to maintain a positive and productive workplace for all employees. We would like to meet with you to discuss these concerns further and develop a plan for improvement. Please be prepared to talk about how we can support you in making necessary changes.

We have scheduled a meeting on [insert date and time]. If this time is not convenient, please reach out to me directly to reschedule.

We value your contributions to our team and hope to resolve these issues collaboratively.

Sincerely,

[Your Name]

[Your Position]

[Company Name]