

**CORRECTIVE ACTION: CONDUCT LETTER OF CONCERN TEMPLATE**

**Employee Name:**

**Supervisor:**

**Department:**

**Discussion Date:**

Subject: Letter of Concern

Statement of Concern

As we discussed on \_\_\_\_\_ clearly state the issue(s).

Examples: Attendance/Reliability, Conduct, Abuse of Technology, Inappropriate or Ineffective Communication)

Summary of Concern and Conclusion(s)\*

[Provide an overview of the situation. Include dates, times, actions, impact, names of involved, and supporting data—cite policy violation as appropriate. Also detail if a similar problem has occurred in the past and provide specifics as to what action was taken - include prior corrective action reports]

Corrective Action\*

Based on our review of this matter, we have concluded that

It is our expectation that this behavior will cease immediately. Continued violations of the

[cite policy or state the specific conduct] may result in disciplinary action, up to and including, terminating your employment from the University. \_\_\_\_\_, as your supervisor, I want you to be successful in your role and contribute to the goal of a positive, productive working environment. If you have any questions or concerns, please feel free to meet with a Human Resources member or me.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

I have read and understand the above. My signature on this document reflects that I have been presented with this document.

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

\_\_\_\_\_  
Date