

# COACHING/CORRECTIVE COMMUNICATION

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\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Department

\_\_\_\_\_  
Incident Date

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## Reason for Action

- Excessive Tardiness / Absenteeism
- Breach of Standards of Conduct
- Unsatisfactory Work Performance
- Gross Misconduct

- Violation of Church Policy/Procedure
- Violation of Safety Standard
- Violation of Core Values
- Lack of Enthusiasm, Engagement and Misconduct

Other \_\_\_\_\_

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## Action Taken

- Verbal Warning [Please Circle - 1<sup>st</sup> 2<sup>nd</sup>]
- Written Warning
- Final Written Warning

- Probation from \_\_\_\_\_ to \_\_\_\_\_
- Suspension from \_\_\_\_\_ to \_\_\_\_\_
- Termination – Date \_\_\_\_\_

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## Description of Incident

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## Action Steps & Expected Improvement

- Further violations will result in Disciplinary Action up to and including probation, suspension and/or possible termination.

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## Acknowledgement

I have read and understand this Corrective Communication Notice and acknowledge that it is now a part of my permanent file.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date