

**Employee Coaching and Counseling Notice**

**Employee Name: Date:**

Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manager:\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Type of Warning**

🞏 Verbal Warning

🞏 First Warning

 Second Warning

**** Final Warning

**Type of Offense**

* Attendance
* Breach of Company Policy
* Dress Code
* Insubordination
* Job Performance
* Inappropriate Remarks
* Improper Behavior
* Rudeness to Employees/Patrons
  + Code of Conduct \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Details**

**Acknowledgment of Receipt of Warnings**

Mercurys Coffee Co. expects all employees to follow company code of conduct and its mission statement, as they represent the brand and continue the commitment to our communities. By signing this form, you confirm that you understand the information and you also confirm that you and your manager have discussed the coaching and counseling plan for improvement. Further misconduct or violation(s) will result in disciplinary action, up to an including immediate termination of employment.

Employee Signature Date

Manager Signature Date