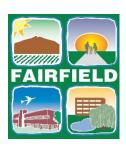


DATE:

(Date)



## **Educational Memorandum (Record of Counseling)**

TO:	(Name of Employee Receiving Educational Memorandum)
FROM:	(Name of Supervisor)
SUBJECT:	Educational Memorandum (include Policy Violation Number and Title)
A short informational memo describing the situation or behavior and what needs to be addressed and / or changed. Refer to any City of Fairfield Administrative Policies that were violated.	
Employee will sign memo acknowledging the conversation.	
The original signed memo will be filed in the Department File and a copy given to the employee.	
(Supervisor's Initials)	
Print Employ	(Employee's Signature) yees Name Here]
	(Date)