

Golightly and Long, LLC (rev 10/06/06)  
**Coaching Notice Form**

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

Coaching Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Statement of problem:

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Date(s) of prior warnings on this subject:

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Company policy on this subject:

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Action to be taken:

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Next step for repeated infraction:

Suspension for \_\_\_\_ days

Termination

Other (specify) \_\_\_\_\_

Supervisor's signature \_\_\_\_\_

This section must be completed by the employee being counseled.

Employee's remarks to counseling:

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(Additional sheets may be attached or use the back of this form. Employee should initial all pages.)

By signing this, I understand that this is a coaching session and I have been given the opportunity to make any remarks above and/or attached hereto.

I  agree,  disagree with the warning I have received. I  wish ;

do not wish; to keep my job, and I  will  will not make changes in order to avoid further disciplinary action.

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

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

Witnessed by: (only applicable if the employee does not agree to sign)

\_\_\_\_\_  
Date \_\_\_\_/\_\_\_\_/\_\_\_\_

(All coaching forms must be efaxed to your supervisor)