**Sample Memorandum: Oral Reminder**

Date: Today’s Date

To: Employee’s Name, MSU ID #

From: Supervisor’s Name

Subject: Oral Reminder

This memo is to confirm our discussion on (Date) about (describe performance problem).

The effect of this particular incident on your co-workers and your department is so serious that you must show an immediate correction.

To indicate just how serious the situation is, I have placed you into the first formal level of our corrective action procedure. I expect you to make the following change in your performance without delay.

* (Describe desired performance)

In addition, I expect you to follow all our rules and procedures and perform every aspect of your job in a fully acceptable manner.

I'm confident of your ability to solve this problem and perform effectively in every area of your job since any further problems requiring disciplinary action will result in further corrective action up to and including termination from employment.

(Distribution: See Procedure Matrix.)