



A FRANCHISEE OF BURGER KING® CORPORATION

**RECORD OF EMPLOYEE COUNSELING**

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

THIS IS TO CONFIRM IN WRITING THAT YOU HAVE BEEN COUNSELED FOR THE REASONS SHOWN BELOW:

**REASON FOR COUNSELING**

CHECK BLEOW

- \_\_\_ INSUBORDINATION
- \_\_\_ INTOXICATION
- \_\_\_ EXCESSIVE TARDINESS OR ABSENTEEISM
- \_\_\_ LEFT WORKPLACE WITHOUT PERMISSION
- \_\_\_ PERSONAL CONDUCT
- \_\_\_ UNSATISFACTORY WORK PERFORMANCE
- \_\_\_ VIOLATION OF COMPANY RULES
- \_\_\_ OTHER
- \_\_\_ COMPLIMENT

**ACTION TAKEN**

CHECK BELOW

- \_\_\_ VERBAL WARNING WITH ADVICE ON HOW TO IMPROVE
- \_\_\_ WRITTEN WARNING WITH ADVICE ON HOW TO IMPROVE
- \_\_\_ SUSPENSION: FURTHER DISCIPLINE MAY RESULT IN YOUR DISCHARGE
- \_\_\_ TERMINATION

**DESCRIPTION OF CIRCUMSTANCES (Be specific, include dates)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUPERVISOR SIGNATURE: \_\_\_\_\_ EMPLOYEE SIGNATURE: \_\_\_\_\_

DATE ISSUED: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

**TERMINATION ONLY**

GOOD    AVG.    POOR

PERFORMANCE:

CONDUCT:

GOOD    AVG.    POOR

ATTENDANCE:

DO YOU RECOMMEND THIS PERSON FOR REHIRE:  
YES \_\_\_\_\_ NO \_\_\_\_\_