|  |  |  |  |
| --- | --- | --- | --- |
| **Associate Name:** |  | **Associate ID #:** |  |
| **Date of Hire:** |  | **Position:** |  |
| **Property/Department:** |  | **Community Manager:** |  |
| **Regional Manager:** |  | **Date Delivered:** |  |

**Regarding:**

|  |
| --- |
| **Summary of Issues:** |
|  |
| **Action Plan**: |
|  |
| **Timeframe for follow up**:    Name  **understands that failure to correct this behavior, or any other policy violation, may result in disciplinary action up to and including termination.** |

**Note:** Essex does not have a progressive discipline policy. Your at-will employment status with the Company is not altered in any way by this corrective action. Termination of employment may occur at any time, for any reason or no reason, with or without notice. **Failure to make immediate and sustained improvement on the items noted above or further violation of Company policies and procedures may result in disciplinary action, up to, and including, termination.**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | |  |  | |  |  | |  | |
| Manager’s Signature |  | | Date | |  | Associate’s Signature | |  |  | | Date | |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Print Name |  | Print Name |  |

MANAGER: PLEASE EXPLAIN TO THE ASSOCIATE THAT A RECORD OF THE MEMO WILL BE RETAINED IN HIS/HER PERSONNEL FILE.

|  |  |
| --- | --- |
| HR USE ONLY | |
| AR Representative: |  |
| Follow Up Date: |  |