

ESSENTIAL ELEMENTS

TEMPLATE FOR SPECIFIC INCIDENT MEMORANDUM

Letterhead Stationery

Date

TO:
FROM:
RE:
[State the subject of the memo above in neutral terms.]

Allegation and Investigation

This memorandum is a follow-up to our conference on _____ at which we discussed
[Choose one: "my concern about" or "my observation of" or "reports to me that you" or "allegations that you" and complete the sentence in the space below. If your investigation is based on other than your own observation, describe briefly in a second sentence what it encompassed.]

Findings of Fact

As I noted at our conference, my concerns are based on the following:
[State below the findings of fact from your observation/investigation/conference in objective terms - follow the Sgt. Joe Friday Rule: "Just the Facts." Avoid judgmental terms like "unprofessional" and "inappropriate." These fit better in the conclusion section. If there are a number of findings, use bulleted sentences to set them apart.]

Conclusions

Based on the above, I conclude that
[Complete this sentence below indicating whether or not there has been a violation of district policies, regulations, job description, handbook provisions, or previous directives. Cite them directly. Attach them if appropriate. If inconclusive with regard to whether there is a violation, so state and then use the opportunity to alert the employee to the importance of compliance.]

Directives

In the future, it is necessary that you
[Complete this sentence below by setting forth your directives and including remediation activities if you find the matter remediable and believe such activities would help the employee comply with the directives.]

Copy: Human Relations Department/Personnel File

Opportunity to Respond

I have received a copy of this memorandum. I understand that my signature does not necessarily indicate that I agree with its contents. I further understand that I have a right to respond in writing within 10 working days.

Dated Employee Signature

Signature of Employee

Date