



Documentation of Employee Conversation Form

Employee Name: _____

Department: _____

Date: _____

Manager: _____

Reason for conversation:

Summary of previous discussions, warnings, and/or communication regarding this issue:

Points of Conversation: ☐ Manager/HR ☐ Employee

Response: ☐ Manager/HR ☐ Employee

Results of conversation/Decisions made/Goals to achieve:

Signatures (does not imply agreement):

Employee: _____

Date: _____

Manager: _____

Date: _____

Human Resources: _____

Date: _____