



## 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: \_\_\_\_\_