

## 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:	
Response: Manager/HR Employee	
Results of conversation/Decisions made/Goals to achieve:	
Signatures (does not imply agreement):	
Signatures (does not imply agreement).	
Employee:	Date:
Manager:	
Human Resources:	