**Record of Conversation**

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| ​**Employee Name:** | **Job Title:** |
| ​**Department:** | **Supervisor:** |
| **​Date:** |  |

The purpose of this record of conversation is to document our discussion that your conduct and/or performance needs to be improved.

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| **Conduct and/or unsatisfactory performance that needs to be improved:** |
| **Date(s) of occurrence and relevant details:** |
| **Corrective action required:** |

A copy of this Record of Conversation will be kept in your file on record with the Supervisor/Department.

The above has been discussed with me by my supervisor. I understand the contents and acknowledge and understand the corrective action required. I also acknowledge and understand the potential consequences of noncompliance.

**Signatures:**

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| Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_ |
| Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_ |
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