

DATE: _____

Conversation Record

[Business Information]

Employee Information

Employee Name	
Job Title	
Department	
Manager	
Date	

Conversation Details

Type of Conversation	
Location	
Attendees	

Topic of Discussion

Briefly describe the purpose of the conversation.

Key Points Discussed

Document the main points covered. Use objective, fact-based language.

Employee Response

Summarize the employee’s response, comments, or explanations.

Expectations / Next Steps

Clearly define any expectations, action items, or follow-up steps.

Follow-Up (if applicable)

Follow-Up Date	
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Acknowledgment (Optional)

Signature confirms discussion occurred, not agreement.

Role	Signature	Date
Employee		
Manager		

Confidential

This document is intended as a structured documentation tool and should be used in alignment with company policy and applicable laws. Consistent and objective documentation supports fair and defensible employment decisions.