



Record of Conversation

On this date _________ I spoke with _____,
who is a _____ in the
_____ Department about the following.

Reason for Conversation:

Description of Violation:

Describe the Investigation and Results:

Action Taken:

Coaching Written Warning Suspension, # of Days: _____ Beginning: _____
Ending: _____

Termination of Employment

Employee Comments:

NOTE: Failure to correct the behavior leading listed in this Record of Conversation and/or further violation of company policy will result in additional disciplinary action, up to and including termination of employment. By signing below, you acknowledge that you have received this notice.

Employee's Signature:

Date:

Supervisor's Signature:

Date: