



Verbal Conference Summary

Employee Name: _____

Date: _____

Explanation of Concern:

Employee response:

Expectation(s):

Plan of action and/or assistance provided:

Administrator signature

Date

I have received a copy of this memorandum. I understand that my signature does not necessarily indicate that I agree with its contents. I further understand that I have a right to respond within 10 working days if I disagree.

Employee signature

Date

Witness signature, if needed

Date