



Record of Feedback Template

Details			
Employee Name		Employee Title	
Manager Name		Manager Title	
Today's Date		Feedback Date	
Feedback Time		Feedback Location	

Topic for Feedback:

Goals to be Achieved:

Employee statement:

I acknowledge that I have read and understand the above information and consequences.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____