Employee File Note

1. Employee Details

- **Employee Name**: [Full Name]
- **Employee ID**: [Unique ID]
- **Department**: [Department Name]
- **Position**: [Job Title]
- **Date of Note**: [DD/MM/YYYY]

2. Purpose

- **Objective**: [Reason for the note, e.g., performance review, incident record, training, etc.]

3. Summary

- **Key Points**: [Summarize the discussion or information in a few lines]
- **Critical Details**: [Details about performance, behavior, accomplishments, or concerns]

4. Follow-Up

- **Actions Required**: [Any steps to be taken by the employee or management]
- **Deadline**: [Deadline for actions, if any]
- **Responsible Parties**: [Manager or HR personnel responsible]

5. Remarks/Notes

- [Any additional observations or insights]

Signature/Approval

- **Prepared By**: [Name/Signature/Role]
- **Approved By**: [Name/Signature/Role]
- **Approval Date**: [DD/MM/YYYY]