### horizontal line**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]