
HR 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., recruitment, policy violation, leave, etc.]

3. Summary

- **Key Points:** [Main discussion points or incidents]
- **Critical Details:** [Details about the employee's role, actions, or circumstances]

4. Follow-Up

- **Actions Required:** [Next steps for the employee or HR]
- **Deadline:** [Deadline for actions, if any]
- **Responsible Parties:** [HR Representative or Manager]

5. Remarks/Notes

- [Additional observations or HR-specific details]

Signature/Approval

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