### horizontal line**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]