

CONFERENCE SUMMARY TEMPLATE

TO: *[Name of Employee]*

FROM: *[Name of Evaluator/Title]*

DATE:

SUBJECT: *Conference Summary Performance Report*

*This is to summarize our conference of _____ [date] _____, concerning _____
_____. Present at this meeting was _____.*

F *During the conference, the following conduct was discussed:*

R *I reviewed your conduct as it relates to the following rules(s), [directive(s), labor contract provision(s), expectation(s)]:*

I *I informed you that your conduct negatively impacted the _____ inasmuch as _____*

S *During the conference, I provided you with the following directive(s) and assistance, to take effect _____:*

I also informed you that your failure to comply with the above directive(s) will result in _____.

K *A copy of this letter will be place in your personnel file. You may prepare a response which also will be placed in your personnel file.*