

Employee Statement Form

Instructions: Please complete this form to provide your statement regarding the events leading up to your termination or disciplinary process. Your account will help ensure transparent, fair, and respectful consideration of your perspective.

Employee Name		Employee ID	
Department		Position	
Date		Manager/Supervisor	

Employee Statement:

Please clearly describe the events, your perspective, and any information you wish to provide.

Clarifications or Additional Comments:

Provide any additional details or clarify misunderstandings.

Employee Signature

Date

Note: This document will be kept confidential and attached to your termination records as part of ensuring a transparent and fair process.