

Corrective Feedback Template

[Section 1: Employee Info]

Name: _____

Department/Manager: _____

Date of Discussion: _____

[Section 2: Issue Summary]

Briefly describe the concern or behaviour:

[Section 3: Examples & Impact]

Provide specific examples and why it matters:

[Section 4: Expected Change]

What must change immediately, and how will it be measured?

[Section 5: Support Offered]

Training, mentorship, resources:

[Section 6: Agreement & Follow-Up Date]

The employee and manager agree to review progress on: _____

Signature lines (optional)

