**Employee Relations Issue Report Form**

1. **Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name | John Peterson | Employee ID | 4582 |
| Department | Sales | Position | Sales Executive |
| Contact Number | 0302-4567890 | Email | john.peterson@company.com |

1. **Issue Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Issue | 10-Jan-2025 | Time of Issue | 3:30 PM |
| Location | Main Office – Sales Floor |  |  |
| Type of Issue | ✔ Workplace Conflict / ✔ Miscommunication / ✔ Policy Violation / ✔ Teamwork Issue / ✔ Behavior Problem / ✔ Other | | |

**C. Description of Issue**

**Describe what happened, who was involved, and any facts relevant to the issue.**

*Sample:* “During a team meeting, there was a disagreement between John and Sarah regarding client assignment. The discussion escalated, resulting in raised voices and disruption of the meeting.”

1. **Parties Involved**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Department** | **Role in Issue** | **Contact** |
| Sarah Ahmed | Sales | Team Member Involved | 0303-9876543 |
| Imran Ali | Sales | Witness | 0307-5566778 |

**E. Supporting Evidence**

(Attach documents if available)

* ☐ Emails
* ☐ Messages/Chats
* ☐ Photos
* ☐ Video
* ☐ Witness Statements
* ☐ Other documents

*Sample:* Email exchange attached.

**F. Immediate Actions Taken (If Any)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Taken** | **By Whom** | **Date** | **Notes** |
| Separated parties to calm the situation | Supervisor | 10-Jan-2025 | No further conflict occurred |
|  |  |  |  |

**G. Desired Resolution / Outcome**

Describe what the employee believes would help resolve the issue.

*Sample:*  
“Clear communication of responsibilities and a fair distribution of client accounts.”

**H. HR Use Only**

|  |  |  |  |
| --- | --- | --- | --- |
| Date Received | 12-Jan-2025 | Received By | HR Officer – Maria Hussain |
| Assigned to | Senior HR Manager | Investigation Status | In Progress / Completed / Not Required |
| Final Action Taken | Training session scheduled for communication improvement | Date Closed | 15-Jan-2025 |
|  |  |  |  |

**I. Employee Acknowledgment**

I confirm that the information provided above is accurate to the best of my knowledge.

| **Employee Signature** | **Date** |
| --- | --- |
|  |  |