
Concerns/Complaints/Reports About Employees
COMPLAINT RESOLUTION FORM

The expression of concern about the performance of: _____

By: _____

Which was made on: _____

Was resolved in the following manner:

- Mutual agreement of parties
- Dismissed after administrative investigation
- Disciplinary action - explain

Supervisor's Signature: _____ Date: _____

*Complete this form whenever a complaint is resolved.
Send this to the personnel office and to the parties involved.*