



RECORD OF EMPLOYEE CONVERSATION

☐ Phone Call ☐ Text Message ☒ In-Person ☐ Email or Chat

EMPLOYEE NAME

Print Employee Name (Last, First, & Middle)		
Lucas Nopal, Armando		
Parrilla Nº	Date of Incident:	Meeting Time:
19		

SUMMARY OF CONVERSATION

(Please continue on reverse side, if necessary.)

To whom it may concern,
I Armando Lucas, would like to step down from my position as a service manager from La Parrilla Mexican Restaurant in Savannah GA. I would like to continue with the company in other positions, such as a server.

Supervisor Signature: [Signature] Name (print): Armando Lucas

Title: Service Manager Date: 4/10/2019

Employee Signature: _____ Name (print): _____

Title: _____ Date: _____

Witness Signature: _____ Name (print): _____

Title: _____ Date: _____