**Employee Statement Template Word**

#### **Employee Information**

**Full Name: \_\_\_\_\_\_\_\_\_\_
Employee ID: \_\_\_\_\_\_\_\_\_\_
Department: \_\_\_\_\_\_\_\_\_\_**

#### **Statement Details**

**Date and Time: \_\_\_\_\_\_\_\_\_\_
Purpose of Statement: (e.g., complaint, workplace concern, injury report) \_\_\_\_\_\_\_\_\_\_
Description: Provide a detailed statement regarding the incident or issue.**

#### **Resolution or Follow-up Actions**

**List any actions taken to resolve the issue or any assistance requested.**

#### **Acknowledgment**

**I declare that the information provided is accurate and complete.**

**Employee Signature: \_\_\_\_\_\_\_\_\_\_
Date: \_\_\_\_\_\_\_\_\_\_**

**Supervisor Signature: \_\_\_\_\_\_\_\_\_\_
Date: \_\_\_\_\_\_\_\_\_\_**