**Refusal to Sign Form**

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**Employee Information:**

|  |  |
| --- | --- |
| **Employee Name** |  |
| **Employee ID** |  |
| **Manager** |  |

*(Employee Name)* refused to sign (*Employee Performance Plan, Mid-Year Review/Annual Review)* following review of the (*Employee Performance Plan, Mid-Year Review/Annual Review)* with *(Employee Name).*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Print Name** | **Signature** | **Date** |
| **Manager** |  |  |  |
| **Witness** |  |  |  |