

Record of Verbal Warning

TO: [Employee]

FROM:

DATE:

RE: [Employee Name]- Record of Verbal Warning

CC: [Employee Personnel File]

On [date] I spoke with [Employee Name] concerning certain unsatisfactory aspects of [his/her] job performance. Specifically, we discussed [insert nature or issue: poor attendance, misconduct, poor quality of work, poor judgment, inappropriate work conduct, etc.]

I explained that [Name] is supposed to make the following changes in [his/her] work performance:

[Insert details of expectations]

I also explained failure to improve [his/her] performance immediately and substantially may result in additional disciplinary action, up to and including termination of [his/her employment].

I have received and read this documentation of the Verbal Warning and it has been discussed with me.

X _____

Employee Signature

Date