

VERBAL WARNING NOTICE

Employee Name: _____ Employee ID: _____

Department: _____ Supervisor: _____

Reason for Verbal Warning:

This verbal warning is issued due to the employee's failure to meet expected standards of conduct, performance, or behavior as outlined in company policies and procedures. The purpose of this warning is to formally notify the employee of the issue and to provide an opportunity to correct the behavior.

Description of Incident:

Please provide a detailed description of the incident or behavior that led to this verbal warning. Include dates, times, locations, and any relevant details necessary to fully understand the situation.

Employee Response:

The employee is encouraged to provide their response or explanation regarding the incident or behavior described above. This section should capture any comments or clarifications given by the employee at the time of issuance of the verbal warning.

Corrective Action Plan:

The following corrective actions are expected to be taken by the employee to address and rectify the issue. This may include specific goals, deadlines, training, or any other measures necessary to ensure compliance with company standards.

Consequences of Further Violations:

Failure to improve behavior or performance as outlined in this verbal warning and corrective action plan may result in further disciplinary measures, including written warnings, suspension, or termination of employment in accordance with company policy and applicable law.

Acknowledgment of Receipt:

By signing below, the employee acknowledges receipt of this verbal warning and understands the contents herein. Signature does not necessarily indicate agreement but confirms that the warning has been communicated.

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

Signature: _____

Signature: _____

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