
Record of Verbal Warning to Employee

Employee Name: _____

Date of Deficiency: _____

STATE THE NATURE OF THE DEFICIENCY, SPECIFICALLY WHAT, WHERE, WHEN, AND HOW EMPLOYEE'S PERFORMANCE/BEHAVIOR WAS DEFICIENT.

SAMPLE

I have, on this date, spoken to the above employee, stating that the above conduct is not acceptable, and if repeated will become the basis for formal disciplinary action.

I have also informed said employee that the imposition of disciplinary action, up to and including termination, is not preconditioned upon receipt of verbal or written notice of unacceptable conduct.

Supervisor/Owner Signature

Date