

# RECORD OF VERBAL WARNING

**CONFIDENTIAL**

(Supervisor/Manager to complete)

Employee Name \_\_\_\_\_ Employee Number \_\_\_\_\_

Department \_\_\_\_\_ Hire Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date(s) of Deficiency    \_\_\_\_ / \_\_\_\_ / \_\_\_\_    \_\_\_\_ / \_\_\_\_ / \_\_\_\_    \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
                                  \_\_\_\_ / \_\_\_\_ / \_\_\_\_    \_\_\_\_ / \_\_\_\_ / \_\_\_\_    \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Nature of Deficiency**

(Specify what, where, when, and how employee's performance and behavior was deficient)

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\_\_\_\_\_

- I have, on this date, spoken to the 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 pre-conditioned upon receipt of verbal or written notice of unacceptable conduct.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Title \_\_\_\_\_