

# VERBAL WARNING TEMPLATE

FROM: \_\_\_\_\_ DATE: \_\_\_\_\_  
MANAGER NAME

DEPARTMENT: \_\_\_\_\_ POSITION: \_\_\_\_\_

REGARDING: \_\_\_\_\_ POSITION: \_\_\_\_\_  
TEAM MEMBER NAME

DEPARTMENT: \_\_\_\_\_

① I HAVE MADE THE FOLLOWING OBSERVATION OF TEAM MEMBER'S CONDUCT/WORK PERFORMANCE:

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② I HAVE INFORMED TEAM MEMBER OF THE FOLLOWING STANDARDS WHICH WILL BE EXPECTED OF TEAM MEMBER IN THE IMMEDIATE FUTURE:

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③ I HAVE ADVISED TEAM MEMBER OF THE FOLLOWING CONSEQUENCES IF HE/SHE FAILS TO FOLLOW THE ABOVE STANDARDS:

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SIGNATURE: \_\_\_\_\_  
MANAGER

I ACKNOWLEDGE THE ABOVE VERBAL WARNING WAS DELIVERED TO ME AS STATED ABOVE AND UNDERSTAND IF THESE ISSUES ARE NOT RESOLVED, ADDITIONAL STEPS, INCLUDING TERMINATION, MAY BE NECESSARY.

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SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
TEAM MEMBER