

Verbal Warning Record Form

This form is used to document that a verbal warning has been issued to an employee. A copy of this record should be kept in the employee's personnel file.

Employee & Supervisor Information

Employee Name:

Job Title:

Department:

Supervisor Name:

Date of Verbal Warning:

Details of the Incident or Performance Issue

Date of Incident / Issue:

Policy or Standard Violated:

Description of Performance or Conduct Issue:

Corrective Action Plan & Expectations

Specific Actions Required for Improvement:

Timeline for Expected Improvement:

Consequences of Failure to Improve:

Acknowledgment & Signatures

By signing below, the parties agree that the verbal warning was discussed and the employee understands the expectations outlined above.

Employee Signature: Date:

Supervisor Signature: Date: