WRITTEN RECORD OF FIRST VERBAL WARNING

Date: [Insert Date]

Dear [Employee Name],

This letter is intended to summarize the conversation we had on [Insert Date], in which we discussed [Summarize the issue or the reason for the warning]. (Examples: you have been late for work on a number of occasions/you breached the company’s Social Media Policy when you made a negative public statement about a colleague/you have not met an agreed-upon work deadline/...etc.).

[Outline the date or dates the issue occurred]**.** (Example: In the past few weeks you were late arriving at work on November 3, 9 and 10. In addition, you returned late from your lunch break on November 12 and 15.)

[Summarize the negative impact this had on the organization or team]. (Example: When you are late for work, it not only sets a poor example for other employees, it also impedes our ability to meet deadlines/serve our customers appropriately…)

[Outline the agreed upon improvement, specifying a timeline]. (Example: During our conversation you agreed to leave 15 minutes earlier each morning to arrive at work at least five minutes before your scheduled start time/During our conversation you agreed to remove the negative post from your social media account and review our procedures on harassment in the workplace.)

[Discuss the plan for improvement, if applicable]**.** (Example: To assist you in improving in this area, I will meet with you weekly until this is resolved to provide you with additional training.)

[Outline the consequences for their file**]**. (Example: This letter will be placed in your employee file for 18 months and removed thereafter if there are no further issues of a similar nature.)

In the event that these actions continue, the next step in the discipline process will be a First Written Warning. [Organization Name] reserves the right to skip level(s) of discipline in the event of further egregious breaches of policy.

You are a valued member of our team and it is my hope that we can work together to ensure this issue is resolved. If you have any questions, do not hesitate to contact me for clarification.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager/Supervisor Name, Title, Signature Date

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Employee Name, Title, Signature\* Date

\*By signing this written documentation you are acknowledging you have received this verbal warning. Your signature does not indicate you are in agreement with the action taken.

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Witness Name, Title, Signature Date