

Verbal Warning Template

This Verbal Warning Template is a simple, professional way to document a conversation with an employee when you're addressing a performance or conduct issue.

Even though the warning is given verbally, it's important to keep a written record for clarity, accountability, and future reference.

This template helps you:

- Keep the message consistent and professional.
- Clearly explain the issue and expectations for improvement.
- Show that the employee was informed and given a chance to respond.
- Maintain documentation in case the issue continues later on.

This template isn't about punishment, it's about setting clear expectations and giving people a fair chance to improve. Use it as a constructive tool, not a threat.

To: [Employee Name, Title]

Employee ID (if applicable): [Insert ID]

Department: [Insert department]

Manager/Supervisor name: [Insert manager/supervisor name]

Date: [Date]

This verbal warning is being issued in regard to the following issue:

[Insert a clear, factual summary of the issue or behavior]

Incidents resulting in this disciplinary action

Date of occurrence(s): [Insert date]

Description: [Briefly describe what occurred, including relevant context, prior discussions if any, and any impact on team/work]

Previous related warnings (if any): [Insert brief details or write "None"]

Relevant previous active disciplinary actions

Coaching on [Date(s) coaching took place]

[add any other previous action here. If none has occurred, you can remove this section.]

Moving forward, the following changes are expected:

[List specific actions, behaviors, or performance improvements expected from the employee – e.g., arrive on time, meet deadlines, improve communication, etc.]

To support improvement, the following resources or assistance are available:

[Insert any support measures such as mentoring, training, performance reviews, EAP services, etc.]

Continued failure to meet expectations may result in further disciplinary action, up to and including written warnings or termination of employment.

Manager's signature _____ **Date:** _____

Employee acknowledgement

I acknowledge receipt of this disciplinary letter. I understand that my signature below confirms that we have discussed the contents of this letter, but does not necessarily indicate my agreement with the disciplinary action.

Employee's signature: _____ **Date:** _____