

# 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:** \_\_\_\_\_