

To: [Employee Name]

From: [Supervisor Name]

Date: [Date of Meeting]

Subject: Record of Verbal Warning for Poor Work Performance

Dear [Employee Name],

This letter serves as a formal documentation of the verbal warning issued to you on [Date] regarding your work performance.

During our meeting, we discussed the following performance concerns:

- [Description of specific performance issue or missed goal]
- [Description of specific performance issue or error]

These issues were previously noted on [Date of previous informal discussion, if applicable]. This performance level does not meet the requirements of your role as [Job Title].

To improve your performance, the following actions are required immediately:

- [Requirement 1: e.g., Complete all weekly reports by Friday at 5:00 PM]
- [Requirement 2: e.g., Reduce error rate in data entry to less than 2%]

We will meet again on [Follow-up Date] to review your progress. Please be advised that failure to show immediate and sustained improvement may result in further disciplinary action, up to and including termination of employment.

If you have any questions regarding these expectations or require further training, please contact me immediately.

Sincerely,

[Supervisor Signature]

[Supervisor Name]

[Title]

Employee Acknowledgment:

I acknowledge that I have received this verbal warning and that the performance expectations have been explained to me.

Employee Signature: _____ Date: _____