

To: [Employee Name]

From: [Supervisor Name]

Date: [Date of Meeting]

Subject: Documented Verbal Warning for Unprofessional Conduct

Dear [Employee Name],

This letter serves as formal documentation of the verbal warning issued to you on [Date] regarding your conduct in the workplace. This discussion was held to address specific instances of unprofessional behavior, specifically: [Describe the incident/behavior].

This behavior is in violation of [Company Name]'s code of conduct and our expectations regarding professional interaction, which include: [List specific policy or expectation, e.g., respectful communication, maintaining a positive work environment].

During our meeting, we discussed the following corrective actions that must be taken immediately:

- [Action item 1]
- [Action item 2]
- [Action item 3]

Please be advised that further instances of unprofessional conduct or failure to meet the expectations outlined above may result in further disciplinary action, up to and including termination of employment.

We value your contributions to the team and are committed to supporting your professional growth. I am confident that you will take the necessary steps to improve your conduct and maintain a professional demeanor moving forward.

Sincerely,

[Supervisor Signature]

[Supervisor Printed Name]

[Job Title]

Acknowledgment of Receipt:

I acknowledge that I have received this documented verbal warning and have discussed it with my supervisor.

Employee Signature

Date