

Date: [Insert Date]

To: [Employee Name]

From: [Supervisor Name]

Subject: Documentation of Verbal Warning for Failure to Follow Procedures

Dear [Employee Name],

This letter serves as formal documentation of the verbal warning issued to you on [Date of Conversation] regarding your failure to follow established company procedures.

Incident Details:

On [Date of Incident], it was observed that the following procedure was not followed: [Describe the specific procedure and how it was violated].

Expectations:

Adherence to company procedures is essential for operational efficiency and safety. Moving forward, you are expected to:

- [Specific Action 1]
- [Specific Action 2]
- Review the [Manual/Policy Name] to ensure full understanding of requirements.

Consequences:

Please be advised that further instances of failing to follow procedures may result in additional disciplinary action, up to and including termination of employment.

A copy of this documentation will be placed in your personnel file.

Sincerely,

[Supervisor Signature]

[Supervisor Title]

Employee Acknowledgment:

I acknowledge that I have received this verbal warning documentation and understand the expectations set forth.

Signature: _____ Date: _____