

To: [Employee Name]

From: [Supervisor Name]

Date: [Date of Meeting]

Subject: Documentation of Verbal Warning - Excessive Personal Device Usage

Dear [Employee Name],

This letter serves as formal documentation of the verbal warning issued to you on [Date] regarding the excessive use of personal electronic devices (cell phone, tablet, etc.) during working hours.

Summary of Discussion:

During our meeting, we discussed that your personal device usage has become a distraction and is impacting your productivity and/or the workflow of the department. Specifically, the following was noted: [Insert specific examples or dates here].

Policy Reference:

As per the company policy stated in the [Employee Handbook/Policy Name], personal device use is restricted to designated break times and emergencies only. Constant use of these devices during active work hours is a violation of these guidelines.

Expectations for Improvement:

- Limit personal device usage to authorized break periods.
- Ensure all personal calls and messaging are handled outside of active work time.
- Focus on assigned tasks and responsibilities during working hours.

Follow-up:

I am confident that you will address this matter immediately. Please be advised that further instances of excessive personal device usage may lead to additional disciplinary action, up to and including written warnings or termination of employment.

Sincerely,

[Supervisor Signature]

[Supervisor Title]

Acknowledgment:

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

Employee Signature

Date