

**Date:** [Date]

**To:** [Employee Name]

**From:** [Manager Name]

**Subject:** Confirmation of Verbal Warning for Poor Work Performance

Dear [Employee Name],

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

During our discussion, we reviewed the following areas where your performance has not met the required standards:

- [Description of specific performance issue 1]
- [Description of specific performance issue 2]

To address these concerns, the following improvements are expected immediately:

- [Specific objective or measurable goal 1]
- [Specific objective or measurable goal 2]

We will monitor your progress closely over the next [Number] days. We are committed to supporting your improvement and will provide [Support/Training/Resources] to assist you in reaching these goals.

Please be advised that failure to demonstrate sustained improvement in your performance may result in further disciplinary action, up to and including termination of employment.

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

Sincerely,

[Manager Signature]

[Manager Name]  
[Job Title]

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**Employee Acknowledgment:**

I acknowledge that I have received this confirmation of a verbal warning and understand the performance expectations outlined above.

\_\_\_\_\_  
[Employee Signature]

Date: \_\_\_\_\_