

Date: [Date]

To: [Employee Name]

From: [Manager Name]

Subject: Confirmation of Verbal Warning

Dear [Employee Name],

This letter serves as formal documentation of the verbal warning issued to you on [Date of Meeting] regarding inappropriate workplace behavior.

During our discussion, we reviewed the following incident(s):

[Insert brief description of the specific behavior and the date it occurred].

This behavior is in violation of company policy regarding [Insert Policy Name, e.g., Professional Conduct / Respectful Workplace]. As discussed, such conduct is not acceptable and negatively impacts the work environment.

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

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

Please be advised that further instances of inappropriate behavior or failure to show immediate and sustained improvement may lead to further disciplinary action, up to and including termination of employment.

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

Regards,

[Manager Signature]

[Manager Name]

[Job Title]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the expectations for improvement.

[Employee Signature]