

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

Subject: Confirmation of Verbal Warning

Dear [Employee Name],

This letter serves as formal confirmation of the verbal warning issued to you on [Date of Meeting] regarding a breach of company policy.

Details of the Breach:

On [Date of Incident], it was noted that [describe the specific policy violation, e.g., unauthorized absence, failure to follow safety protocols, etc.]. This is in direct violation of company policy [Reference Policy Name/Number].

Discussion Summary:

During our meeting, we discussed the impact of this behavior on the team and the business. You stated that [briefly summarize employee's response/explanation].

Required Improvements:

Moving forward, you are expected to:

- [Requirement 1]
- [Requirement 2]
- Strictly adhere to all company policies and procedures.

Review Period:

Your performance/conduct will be monitored over the next [Number] months. Please be advised that further instances of policy breaches may lead to more formal disciplinary action, up to and including termination of employment.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acknowledgment:

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

Signature: _____ Date: _____