

[Company Name]

[Date]

To: [Employee Name]

From: [Supervisor Name]

Subject: Confirmation of Verbal Warning for Minor Insubordination

Dear [Employee Name],

This letter serves as formal documentation of the verbal warning issued to you on [Date of Meeting] regarding an incident of minor insubordination.

During our discussion, we reviewed the incident that occurred on [Date of Incident], specifically [describe the behavior, e.g., failure to follow a direct instruction or disrespectful communication].

This behavior is a violation of [Company Name]'s code of conduct and expectations regarding professional workplace behavior. As we discussed, it is essential that all employees follow reasonable management requests and maintain a respectful tone at all times.

The following improvements are expected immediately:

- Compliance with all lawful and reasonable instructions from supervisors.
- Professional communication when expressing concerns or disagreement.
- Adherence to the standards outlined in the Employee Handbook.

Please be advised that this verbal warning will be noted in your personnel file. Continued failure to meet these expectations may result in further disciplinary action, up to and including termination of employment.

Sincerely,

[Signature]

[Printed Name]

[Title]

Acknowledgment of Receipt:

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[Employee Signature]

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[Date]