

Date: [Date]

To: [Employee Name]

From: [Manager Name]

Subject: Confirmation of Verbal Warning - Repeatedly Missed Deadlines

Dear [Employee Name],

This letter serves as formal confirmation of the verbal warning issued to you on [Date of Meeting] regarding your performance, specifically concerning repeatedly missed deadlines.

During our meeting, we discussed the following instances where project timelines were not met:

- [Project/Task Name] due on [Date]
- [Project/Task Name] due on [Date]
- [Project/Task Name] due on [Date]

As discussed, timely completion of tasks is essential for the team's productivity and the success of our operations. Failure to meet these deadlines impacts the workflow of your colleagues and our commitments to [Clients/the Company].

The following expectations were set during our discussion:

- You are required to meet all future deadlines as assigned.
- If you anticipate a delay, you must notify me at least [Number] days/hours in advance.
- [Optional: Specific improvement plan or training step].

Please be advised that this verbal warning is the first step in our disciplinary process. Failure to show immediate and sustained improvement in meeting your deadlines may lead to further disciplinary action, up to and including a written warning or termination of employment.

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

Sincerely,

[Manager Signature]

[Manager Name]

[Manager Title]