

To: [Employee Name]

From: [Manager Name]

Date: [Date]

Subject: Confirmation of Verbal Warning - Unprofessional Communication

Dear [Employee Name],

This letter serves as a formal confirmation of the verbal warning issued to you on [Date of Meeting] regarding unprofessional communication in the workplace.

During our discussion, we addressed the following incident(s):
[Describe specific date, time, and details of the unprofessional communication/behavior].

As discussed, your conduct was in violation of company policy regarding [mention specific policy, e.g., Code of Conduct or Professional Standards]. Maintaining a respectful and professional environment is essential for the effectiveness of our team.

To address this matter, the following improvements are expected immediately:

- Communicate with all colleagues and clients in a professional and courteous manner.
- Adhere to the company communication guidelines as outlined in the employee handbook.
- [List any other specific performance or behavioral expectations].

Please be advised that further instances of unprofessional communication or failure to show sustained improvement may lead to additional 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]

[Manager Title]

Employee Acknowledgment:

I acknowledge that I have received this confirmation of my verbal warning and have discussed the expectations for my future conduct with my manager.

[Employee Signature]

[Date]