

**Date:** [Date]

**To:** [Employee Name]

**From:** [Supervisor/Manager Name]

**Subject:** Confirmation of Verbal Warning - Extended Break Times

Dear [Employee Name],

This letter serves as formal confirmation of the verbal warning issued to you on [Date of Verbal Warning] regarding your break times.

During our discussion, it was noted that you have consistently exceeded the allotted time for your [Lunch/Rest] breaks. Specifically, on [Dates/Times], your breaks lasted [Duration], which is in violation of our company policy regarding [Policy Name/Scheduled Break Times].

As we discussed, it is essential for all employees to adhere to their assigned schedules to ensure operational efficiency and fair distribution of work among the team. You are expected to return to your workstation promptly at the end of each designated break period.

Please be advised that this is a formal warning. Failure to improve your punctuality regarding break times or any further violations of company policy may result in additional disciplinary action, up to and including termination of employment.

A copy of this letter will be placed in your personnel file. If you have any questions regarding the company's break policy, please refer to the Employee Handbook or contact Human Resources.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

**Acknowledgment of Receipt:**

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

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[Employee Signature]

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[Date]