http://college.holycross.edu/email/template/email-180-notag.jpg

Employee Verbal Warning

Current Date:

The following should be completed to document the supervisor’s discussion with the employee regarding the specifics of the problem(s), corrections and/or improvements desired, and a date by which the corrections and/or improvements should be made by the employee.

I, the undersigned, have given a verbal warning to:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| *Employee Name* |  | *Employee Title* |  | *Department* |

Reason for warning and recommended improvements:

|  |  |  |  |
| --- | --- | --- | --- |
| Occurrence of misconduct/performance issue: |  |  |  |
|  | *Date* |  | *Time* |

The date corrections/improvements are to be made by:

Signatures:

Supervisor Date

Employee Date

Please send in a confidential envelope the signed original form to the Assistant Director of Employment of Human Resources, PO Box HR, O’Kane B72. The form will be filed in the employee’s personnel file.