

Sample: Documenting a Verbal Warning

Memo:

Date

Employee name & office address

Dear XXX,

This letter serves as a summary of our meeting on **date/time/place**, regarding your **performance/conduct**. This is only a reiteration of what we discussed; it is not a written warning. During our meeting I described to you the areas of your performance that need improvement. They include,

(sample items):

- 1. Tardiness and excessive Absences:** Punctuality and regular attendance are important to productivity and establishing a good work record. When others must cover for your absences, the overall workload is increased and performance and service are compromised. Once again on **date**, you reported to work at 7:20 a.m., twenty (20) minutes, after the start of your regularly scheduled shift. Your tardiness caused a delayed start for your work team which affected the coordination and completion of the team's duties for the remainder of the morning. You explained that you did not call in because you overslept. This has become a pattern and you are not notifying me until you arrive at the workplace. Unexpected absences are communicated to your supervisor in a timely fashion which allows adjustments to be made in schedules so that your duties can be covered while you are gone.
- 2. Performance:** On **date** you were asked to balance the **xxxxxx** budget for which you have access to the **xxxxx** database in order to perform this duty. You were also instructed to have that work reviewed by **name**. As of **date**, this was not completed, nor was it reviewed by **name**. It was crucial that this task be completed by the deadline of **date**. When you do not balance the budget on time, we are unable to produce the summary report for **xxxxx** and in turn, s/he cannot provide financial analysis in time to create future proposals. In our meeting we agreed that you will complete this task on schedule. If you anticipate missing this deadline, you will notify me at least four (4) days in advance.

As we discussed, you need to show improvement in this/these area(s). *(if appropriate)*: Future reoccurrences of this behavior may result in further disciplinary action. I will schedule weekly meetings during which we will review your progress and identify next steps, if necessary.

Name, this department relies on you to be a contributing member of the staff. As always, I hope you will feel free to discuss with me any problems or concerns that may arise.

Sincerely,

By my signature below, I hereby acknowledge that I received a copy of this notice of discipline. My signature does not necessarily indicate agreement with the contents.

Employee Name

Date

cc.: Human Resources