Verbal warning record

Use this record to document a verbal warning right after the conversation. Give the employee a copy.

Employee name: _____

Job title: _____

Manager: _____

Date and time of conversation: _____

Where: _____

Witness (optional): _____

Issue discussed

What happened (facts, dates, times): _____

(continued): _____

Rule, policy or standard: _____

What the employee said: _____

Agreed next steps

What will change: _____

Follow-up date: _____

☐ Employee was told a written warning may follow if the issue continues

_____ _____

Manager signature Date

_____ _____

Employee signature (acknowledges the conversation) Date