

Verbal Warning Follow-up Letter

[Your Name]

[Your Title]

[Company Name]

[Address]

[City, State, ZIP]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP]

Dear [Employee's Name],

Re: Follow-up on Verbal Warning

I am writing to follow up on the recent conversation we had regarding [specific issue] on [date]. As discussed, this letter serves as a formal record of our discussion and the verbal warning issued.

During our conversation, we expressed our concerns about [describe the issue in detail]. We emphasized the importance of [expected behavior] and the impact that [negative consequences] could have on [company/department/team]. We are committed to maintaining a positive work environment and ensuring that all employees uphold our company's values and policies.

We expect to see immediate improvement in your [behavior/performance] to avoid any further disciplinary action. It is important that you take this matter seriously and make the necessary changes to align with our expectations.

Please acknowledge receipt of this letter by signing and returning the attached copy. If you have any questions or need further clarification, please don't hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]