

Follow-up on informal verbal warning

Subject: Follow-Up on Verbal Warning

Hi [Employee Name],

As discussed in our recent meeting, I wanted to follow up in writing about the verbal warning regarding [specific issue]. Please treat this email as a confirmation of what was said and as a reminder that improvement is expected.

We trust that you will make the necessary adjustments, and we look forward to seeing progress.

Thank you,

[Manager's Name]

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