

# Verbal Warning Letter

[Your Name]

[Your Title/Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Verbal Warning

Dear [Employee's Name],

I hope this letter finds you well. I am writing to address a matter of concern that has come to our attention regarding your job performance and conduct. As an essential part of our team, it is crucial that we work together to maintain a positive and productive work environment.

Over the past few weeks, we have observed the following issues:

1. [Specify Performance Issue #1]
2. [Specify Performance Issue #2]
3. [Specify Behavioral Issue #1]
4. [Specify Behavioral Issue #2]
5. [Any other relevant issues]

These issues have been brought to your attention in one-on-one discussions, but we have not seen the expected improvements. As a result, I find it necessary to issue you a formal verbal warning regarding these matters.

It is essential for you to understand that your performance and behavior not only affect your own work but also have an impact on the overall efficiency and morale of the entire team. We believe in

providing our employees with every opportunity to succeed, and it is in that spirit that we offer this verbal warning.

We expect to see immediate and sustained improvement in the areas mentioned above. To help you overcome these challenges, we recommend the following steps:

1. Take some time to reflect on the areas where improvement is needed and identify specific actions you can take to address them.
2. Seek guidance and support from your supervisor or colleagues if you encounter difficulties in any aspect of your job.
3. Utilize any available resources or training programs to enhance your skills and knowledge related to your role.

Please note that failure to make significant progress in addressing these concerns could result in further disciplinary action, up to and including termination of employment.

Your success as an employee is important to us, and we believe you have the potential to overcome these challenges. However, it is essential that you take this warning seriously and make immediate efforts to rectify the issues outlined in this letter.

If you have any questions or require any clarification, please do not hesitate to reach out to me. Let's work together to ensure a positive and successful work environment.

Sincerely,

[Your Name]

[Your Title/Position]

[Company Name]