

Provisional Verbal Warning Email

Subject: Provisional Verbal Warning

Dear [Employee Name],

This message serves as a provisional verbal warning regarding [issue]. Consider this an early notice, giving you an opportunity to correct the matter before further action is considered.

Please take this seriously and demonstrate immediate improvement.

Best,

[Manager Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/verbal-warning-letter>