**Verbal Warning Record Form**

**Section 1: Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name | John Smith | Employee ID | EMP-0254 |
| Department | Marketing | Job Title | Marketing Coordinator |
| Supervisor / Manager | Lisa Turner | Date of Warning | 10-Oct-2025 |

**Section 2: Nature of Violation**

|  |  |
| --- | --- |
| **Field** | **Details / Sample Entry** |
| Type of Violation | Tardiness / Late Arrival |
| Date(s) of Incident | 2-Oct-2025, 7-Oct-2025 |
| Description of Incident | Employee arrived 20–30 minutes late on multiple occasions without prior notice. |

**Section 3: Discussion Summary**

|  |  |
| --- | --- |
| **Field** | **Details / Sample Entry** |
| Discussion Date | 10-Oct-2025 |
| Supervisor’s Comments | Discussed importance of punctuality and company attendance policy. Employee acknowledged understanding. |
| Employee’s Explanation | Employee mentioned transportation issues and agreed to improve timeliness. |

**Section 4: Corrective Action Required**

|  |  |
| --- | --- |
| **Field** | **Details / Sample Entry** |
| Action Plan | Employee to ensure timely arrival for the next 30 days. Supervisor will monitor attendance. |
| Follow-up Review Date | 10-Nov-2025 |

**Section 5: Acknowledgment**

|  |  |
| --- | --- |
| **Field** | **Details / Sample Entry** |
| Employee Signature |  |
| Date |  |
| Supervisor / Manager Signature |  |
| Date |  |
| HR Representative (if applicable) |  |

**Section 6: Administrative Use**

|  |  |  |  |
| --- | --- | --- | --- |
| Total Warnings to Date |  | Total Warnings to Date |  |
| Next Evaluation Date |  | | |

**Notes**

* This form should be filed in the employee’s personnel record.
* A verbal warning is typically the **first step** in the disciplinary process.
* Repeated violations may lead to **written warnings or further disciplinary action**.