**Verbal Warning Documentation Form**

**Company Name**

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| --- | --- | --- | --- |
| **Address:** |  | | |
| **Email:** |  | **Phone:** |  |
| **Date of Warning:** |  | **Warning Issued By (Supervisor/Manager):** |  |

**1. Employee Information**

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| --- | --- | --- | --- |
| **Employee Name:** |  | **Employee ID:** |  |
| **Department:** |  | **Position/Title:** |  |

**2. Reason for Verbal Warning**

Describe the unprofessional behavior or incident that led to the verbal warning.

**Reason/Description:**

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**Sample Entry:**  
*Employee arrived late to work multiple times without providing prior notice.*

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**3. Details of the Incident**

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| --- | --- | --- | --- |
| **Date(s) of Incident:** |  | **Time(s):** |  |
| **Location:** |  | | |

**Incident Summary:**

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**4. Company Policy Violated (if applicable)**

List any policy, rule, or standard that the behavior violated.

**Policy/Rule:**

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**5. Employee’s Response**

Record what the employee said in response to the verbal warning.

**Employee Remarks:**

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**6. Expected Improvement**

Describe what the employee must do to correct the behavior going forward.

**Improvement Required:**

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**Sample Entry:**  
*Employee must arrive on time for all scheduled shifts and inform the supervisor in advance if delays occur.*

**7. Consequences of Non-Improvement**

State what may happen if the behavior continues.

**Possible Consequences:**

* Written Warning
* Suspension
* Performance Improvement Plan
* Termination

**8. Signatures**

I acknowledge that this verbal warning was discussed with me.

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| --- | --- | --- | --- |
| **Employee Signature:** |  | Date:` |  |
| **Supervisor/Manager Signature:** |  | Date: |  |