

Verbal Warning Disciplinary Notice Form

This **verbal warning disciplinary notice form** sample template provides a clear and concise way to document initial employee conduct issues. It helps maintain proper records while ensuring consistent communication of expectations. Using this template supports fair and transparent disciplinary processes.

Employee Name: _____

Job Title: _____

Department: _____

Date of Verbal Warning: _____

Supervisor/Manager Name: _____

Description of Issue/Incident:

Describe the conduct, performance, or issue leading to this verbal warning.

Expected Behavior/Improvement:

State the expected standard of behavior and/or performance.

Corrective Action/Plan:

Describe actions the employee should take to correct the problem.

Additional Comments:

Optional

Employee Response (Optional):

Employee comments, if any.

Supervisor/Manager Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Note: Employee's signature acknowledges receipt and discussion of this verbal warning, not necessarily agreement with its content.

