

Verbal Warning

For Departmental Use Only

Staff Member Name _____ Date _____

Department Name _____ Supervisor Name _____

Reason for Warning Only viewable text will print - attach Word document if you need more space

Recommendations for Improvement

Staff Member, please note: Failure to improve performance, behavior, or further violations of policy will result in additional disciplinary action up to and including termination.

Staff Member Comments

Staff Member Signature

Date

Supervisor Signature

Date