

## Notice of Verbal Warning

EMPLOYEE NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

PROGRAM/DEPARTMENT: \_\_\_\_\_

REGION: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

This is a record that you were verbally warned on \_\_\_\_\_ about the following incident or problem: *(include specific dates, examples, and the name and number of the Rule of Conduct violated, if appropriate – attach additional sheets if necessary):*

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Specific changes in performance or behavior required and the time frame in which they must occur *(attach additional sheets if necessary):*

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Failure of employee to correct problem may result in further disciplinary action up to and including termination of employment.

Reviewed with Human Resources: \_\_\_\_\_

*Date*

Original to: Employee's Personnel File  
Copies to: Employee  
Supervisor  
Regional Director/Department Head