*PERSONAL AND CONFIDENTIAL*

**NOTICE OF DISCIPLINE**

**To:**

**From:**

**Date:**

**Subject: Warning:**

Dear:

**RE:** Verbal Warning

Notice of recorded First Verbal Warning

\*\*Insert next sentence if applicable \*\*

Further to the disciplinary meeting you attended on: “Date”, I am writing to confirm that the decision has been made to issue you this Written Warning.

This warning will be placed in your personnel file, but will be disregarded for disciplinary measures at the discretion of the employer following a period of no less than eighteen (18) months where a marked improvement in the following “ action” as identified below has been observed.

The nature of this unsatisfactory performance was/is:

* insert explanation

The performance that must be achieved to be considered satisfactory is as follows:

* insert corrective action

Failure to adhere to the conditions of this warning, development of new or related problems and/or continued unsatisfactory performance will lead to more serious corrective action up to and including discharge.

I acknowledge by my signature below that I have been afforded the opportunity to review and sign this correspondence prior to it being place in my personnel file.

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Manager’s Signature Employee’s Signature