

VERBAL WARNING LETTER

Employee Name: _____ Employee ID: _____

Department: _____ Line Manager: _____

Location: _____

Purpose of this Letter:

This letter serves as a formal verbal warning relating to your conduct/performance at work. The purpose of this warning is to outline the concerns, provide you with an opportunity to improve, and set expectations going forward. Continued failure to meet company standards may result in further disciplinary action, up to and including termination of employment.

Details of Verbal Warning:

The following issues have been observed and discussed:

- [Insert specific behavior/performance issue 1]
- [Insert specific behavior/performance issue 2]
- [Insert any relevant incidents, dates or examples]

These matters are considered a breach of your obligations under your employment contract and the company's policies.

Employee's Explanation / Comments:

You were provided an opportunity to explain your actions and offer any clarifications or mitigating factors. Please use this space or an attached document to provide your response.

Expectations and Improvement Plan:

You are expected to take immediate corrective action and demonstrate improvement in the areas identified above. Support and guidance will be provided where appropriate. Failure to improve may lead to further disciplinary action.

Next Steps:

Your conduct/performance will be reviewed on a regular basis. A follow-up meeting will be scheduled to assess

progress. You are encouraged to seek assistance from your line manager or HR if needed.

Acknowledgement:

Please sign below to acknowledge receipt of this verbal warning letter and confirm that the contents have been explained to you. Your signature does not necessarily indicate agreement, but acknowledges that you have been informed.

Employee Signature

Manager Signature

Signature: _____

Signature: _____

Date: _____

Date: _____

This Verbal Warning Letter is issued in accordance with UK employment law and the company's disciplinary procedures. It does not constitute a contract of employment but is part of the disciplinary record. The recipient has the right to appeal this warning through the appropriate company channels.

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