**VIA EMAIL**

INSERT DATE

EMPLOYEE NAME

STREET ADDRESS

CITY, STATE ZIP

**RE: Verbal Warning**

Dear EMPLOYEE NAME,

This is a follow up to our meeting which occurred on INSERT DAY OF WEEK, INSERT DATE at INSERT TIME.  The following were in attendance: 1) INSERT NAME, 2) INSERT NAME, 3) INSERT NAME, and 4) INSERT NAME.

The following INSERT TYPE OF ISSUE(S) were discussed:

INSERT NARRATIVE

INSERT EXPECTATIONS MOVING FORWARD

You are being issued a verbal warning for INSERT NATURE OF OFFENSE.

This correspondence documents the INSERT TYPE OF ISSUE and serves as the verbal warning.  A copy will be placed in your personnel file.

Any further related issues may result in progressive discipline.  I hope that this verbal warning will suffice to resolve this issue.

Sincerely:

SUPERVISOR NAME AND TITLE

cc: Cynthia Kravitz, Chief Human Resources Officer

Kevin Kralj, Director Labor and Employee Relations

DEPARTMENT HEAD

Ghia Burzynski, Human Resources Office Administrator