

# DOCUMENTATION OF VERBAL DISCIPLINARY ACTION

Employee Name \_\_\_\_\_  
Employee Number \_\_\_\_\_  
Department \_\_\_\_\_

1st Verbal Warning  
 2nd Verbal Warning

Date \_\_\_\_\_

## Incident

## Corrective Action

\_\_\_\_\_  
**Employee's Signature**                      **Date**

Indicates that the employee met with his/her immediate Supervisor, discussed this warning, and received a copy of the warning

\_\_\_\_\_  
**Supervisor's Signature**                      **Date**

\_\_\_\_\_  
**Department Head's Signature**                      **Date**