

Verbal Warning Acknowledgment

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Acknowledgment of Verbal Warning

Dear [Employee's Name],

This letter serves as a formal acknowledgment of the verbal warning issued to you on [insert date of the verbal warning]. This warning was regarding [briefly describe the reason for the warning].

We believe in offering feedback to help you improve and succeed in your role. As discussed, it is important to make necessary changes to avoid future occurrences. We are here to support you in this process.

Please sign below to acknowledge the receipt of this warning and to confirm that you understand the contents of this letter.

Employee Signature: _____

Date: _____

Should you have any questions or need further assistance, please do not hesitate to reach out.

Sincerely,

[Manager's Name]

[Manager's Position]

[Company Name]