**Template Letter for Verbal Warning**

**\*Download or Save on your computer before completing; put on letter head\***

Date

Name Empl ID: xxx

Department

Campus

Re: Performance, documented verbal warning

Dear Name,

This letter documents you have received a verbal warning pursuant to HR-601 Discipline. Per our discussion on (date), performance concerns have been discussed with you which are unacceptable in our work environment. Specifically,

(SUMMARIZE INCIDENTS AND DATES).

This pattern of behavior does not demonstrate (EX; professional collaboration, effectively working across organizational lines, or maintaining professional and trusted relationships, ETC). We highly encourage you to utilize available myLearn training to seek tools and resources to aid in sustained improvement.

Any additional performance concerns will result in further disciplinary actions up to and including dismissal. Please let us know if you have any questions or if we can assist with your development to ensure improvement.

Sincerely,

NAME

TITLE

Name

Title

Department

Cc: Name, HR Partner

eHRFile, Personnel file