 Verbal Warning

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| Employee name:       |
| Employee job title:       |
| Name of Supervisor/Manager issuing warning:       |
| Date of verbal warning:       |
| Dates offense or policy violation occurred:       |
| Nature of offense or policy violation:       |
| Response of associate to verbal warning:       |
| Agreement on expected/future performance or behavior:       |
| Signature of Employee:       | Date:       |
| Signature of Supervisor/Manager:       | Date:       |
| Signature of Witness:       | Date:       |