A logo with blue lines

Description automatically generated 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: |