**Memo: Verbal warning documentation**

Date: **[Insert date]**

Team member name & office address**: [Insert name & address]**

Dear **[name]**,

This letter summarizes our meeting held on **[insert date/time/location]** regarding your **performance/conduct**. This serves as a record of our discussion and is not a formal written warning.

During the meeting, I outlined the areas requiring improvement, which included:

**[Issue 1]**: On **[insert date]**, you **[issue description here]**.

**[Issue 2]**: On **[insert date]**, you **[issue description here]**.

Expectations moving forward:

We agreed that you will improve in the above areas by taking the following actions:

**[Action step 1]**

**[Action step 2]**

Future instances of similar behavior may lead to additional disciplinary actions. I will schedule weekly check-ins to review your progress and provide guidance as needed.

As a valued member of this team, your contributions remain important. Please feel free to discuss any challenges or concerns with me at any time.

Sincerely,

**[Manager name]**

Acknowledgment of receipt:

By signing below, I acknowledge receiving this notice. My signature does not indicate agreement with its contents.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_

cc.: Human Resources