

LETTER OF CONCERN

VERBAL WARNING

Employee Name

Today's Date

Supervisor

Date of Incident

Nature of Incident:

Corrective Action Required:

Employee's Statement:

Consequence of next occurrence:

By signing this document, I certify that I have read its contents; however, my signature is not to be construed as any admission by me regarding its contents.

Employee's Signature

Supervisor's Signature

Date

Date

Original – Human Resources Copy – Employee