



CONFIDENTIAL VERBAL WARNING

To: (EMPLOYEE'S NAME) (EMPLOYEE'S CLASSIFICATION)

From: (SUPERVISOR'S NAME) (SUPERVISOR'S TITLE)

Date: (DATE)

Re: (LEVEL OF DISCIPLINE)

This letter serves as an official verbal warning for (REASON). On (DATE OF VERBAL WARNING), I spoke with you about (REASON) and the impact it has on the (COMPANY, CREW, and CONTRACTORS). At that time you assured me that you would take steps to ensure that (REASON) would be (SOLUTION). Yet my reports show that (REPEAT OFFENCE):

(THE PROBLEM)

It's important that you (OUTLINE THE PROBLEM). Without resolving this matter, (IMPACT ON)

(STATEMENT OF EXPECTATIONS AND ANY FOLLOW-UP)

In order to assess your progress in resolving this issue, we will (RESOLUTION OUTLINE). Our first meeting to discuss your progress in this matter is scheduled for (DATE).

(CONSEQUENCE OF FUTURE BEHAVIOR)

Failure to (SOLUTION OUTLINE) in the future will result in further disciplinary action up to and including suspension without pay and/or discharge Interior Plumbing and Heating.

A copy of this letter will be placed in your permanent personnel file with our Human Resource department. Please sign in the space provided below to acknowledge that you received a copy.

(ACKNOWLEDGEMENT OF RECEIPT)

Employee _____ Date _____

Supervisor _____ Date _____

(COPY THE APPROPRIATE INDIVIDUALS)

Cc: IPH Department file Employee Services & HRD Human Resource (if applicable)