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Verbal Warning Letter | Record of Discussion

(Date)

(Recipient Name)

(Title)

(Department)

(Phone Number, Email Address)

(Insert practice name)

Dear (Recipient Name),

This letter has been sent to you in regards to the incident where (Insert Details of the Incident), which we discussed on (Insert Date of Verbal Warning). During that meeting we developed clear expectations and recommended actions aimed at improving the issue. (insert details of how the behaviour can be corrected).

This letter is a hard copy for that discussion and a copy will be placed in your employee file and remain active until (Insert length of time the verbal warning will be in the file, e.g., six months) have passed.

I will provide assistance and supervision to ensure that the problem is rectified, however, you are ultimately accountable to correct your behaviour. If these matters are not effectively corrected, then further disciplinary or corrective action will be taken, resulting in (Insert next level of progressive discipline or, if warranted, state that it may include suspension or termination of employment).

If you have any questions or would like to review any of our policies and procedures, please feel free to contact me directly at (Insert Contact Information).

Sincerely,

(Signature)

|

(Name)

(Position, Title, and Department)