

VERBAL WARNING LETTER

To: _____

From: _____

Subject: Verbal Warning

This letter serves as a formal verbal warning concerning your recent conduct/performance that does not meet the expectations set forth by the Company. The intent of this warning is to provide you with a clear understanding of the concerns and to give you an opportunity to improve your performance and/or behavior in accordance with Company policies and applicable Canadian employment laws.

Details of Concern:

The concern(s) addressed during this verbal warning include, but are not limited to, the following:

- Description of incident(s) or behavior that is unsatisfactory or violates Company policy.
- Date(s) and location(s) of the incident(s).
- Relevant policies or standards that have been breached.

Please note that this verbal warning is part of the Company's progressive discipline process. Repeated or serious violations may result in further disciplinary actions up to and including termination of employment.

Employee's Response (Optional):

Next Steps and Expectations:

You are expected to correct the issue(s) identified above immediately and maintain satisfactory performance/behavior going forward. Your supervisor/manager will monitor progress and provide any necessary support. Failure to improve or recurrence of similar issues may lead to further disciplinary measures.

Acknowledgment:

By signing below, you acknowledge that this verbal warning has been presented and discussed with you. Your signature does not necessarily indicate agreement with the contents, but confirms receipt and understanding.

Employee Signature

Manager/Supervisor Signature

Date:

Date:

Signature: _____

Signature: _____

This Verbal Warning Letter is issued in accordance with applicable Canadian employment laws and Company policies. It is intended to facilitate constructive dialogue and improvement. For any questions regarding this warning, please contact Human Resources.

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