



## VERBAL DISCIPLINE WARNING DOCUMENTATION

All verbal discipline documentation should include:

- the employee's name
- the date of the verbal warning
- the specific behavior discrepancy
- a specific statement of the expected performance
- any explanation given by the employee or other information that is significant

### *Sample verbal warning*

“I spoke with \_\_\_\_\_ (name)  
on \_\_\_\_\_ (date/time)  
about \_\_\_\_\_ describe the specific behavior  
discrepancy.

The employee’s response was:

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My response to the employee was:

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To request free 30-minute consultation on coaching an employee about a behavior discrepancy, [click here](#).