****

**RECORD OF VERBAL WARNING**

|  |  |
| --- | --- |
| Name of Staff Member |  |
| Name of Manager |  |
| Date of Warning |  |

|  |
| --- |
| Reasons for the Warning |
|  |

|  |
| --- |
| Action Required By Staff Member |
|  |

|  |
| --- |
| Details of Review (i.e. when will situation be reviewed, how etc)  |
|  |

|  |  |
| --- | --- |
| Signed - Staff Member |  |
| Name of Manager |  |