

CHRONIC TACOS

Employee Verbal Warning

FROM:

Name: _____

Position _____

Date: ____ / ____ / ____

RE:

Employee _____

Position _____

1. I have made the following observation of this employee's conduct:

2. I have informed this employee of the following standards that will be expected of him/her in the future:

3. These standards are important because of the following impact on the work

4. I have informed this employee of the consequences if he/she fails to follow the above standards:

5. These matters will be reviewed within_____ days.

Owner/ Operator: _____

Employee Comments _____

I have read and received a copy of the above statement.

Employee _____ Date _____