**Record of Conversation/Verbal Warning**

[DATE]

To: [Employee name, title]

From: [Supervisor Name]

**Re: Record of Conversation**

You are receiving this Record of Conversation due to concerns with your [state performance deficiencies and/or unacceptable behaviors]. Specifically, on [date] you [provide specifics of performance/behaviors and explain how the conduct impacts the department/co-workers].

 [If applicable, describe previous coaching sessions or conversations you had with employee about the specific behavior/concerns.]

This [performance/behavior is unacceptable and there must be immediate and sustained improvement]. [Describe how you expect the behavior or performance to improve and include any timelines, immediate improvement is also an option.]

This letter will memorialize that we had a conversation regarding this matter.

Please let me know if you have any questions or if you would like to discuss this matter further.

Sincerely,

 [Supervisor’s name, job title]

Enclosures: [attach any document referenced]

cc: Employee Relations Team