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Verbal Warning

For Departmental Use Only		
Staff Member Name	Date	
Department Name	Supervisor Name	
Reason for Warning	Only viewable text will print - attach Word document if you need more space	

Recommendations for Improvement

Staff Member, please note: Failure to improve performance, behavior, or further violations of policy will result in additional disciplinary action up to and including termination.

Staff Member Comments

Staff Member Signature

Date

Supervisor Signature

Date

OHR-061014