**DATE:** [Date]

**TO:** [Employee Name, Title]

**FROM:** [Manager Name, Manager Title]

**RE:** Verbal Warning

This Verbal Warning is being issued for [state reason].

**Incidents Resulting in This Disciplinary Action**

[Describe incidents, including dates. Leave out names of other employees]

**Relevant Previous Active Disciplinary Actions**

Coaching on [Date(s) you coached employee]

[any other previous action. delete if not applicable]

**Required Corrections to [performance/behavior/attendance]**

[Describe needed action]

**Appeal Rights**

Should you wish to appeal this decision, you have the right to resolve this matter in accordance with the University of Nebraska Omaha’s *Non-Academic Grievance Procedures*.

**Supervisor’s Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee Acknowledgement**

I acknowledge that I have received this disciplinary letter. I understand that my signature below does not necessarily imply agreement with the disciplinary action taken.

**Employee’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

cc: [Upper Manager Name & Title, if applicable]

 Human Resources

 Department Personnel File