



# VERBAL REPRIMAND DOCUMENTATION

This verbal warning documentation form is not meant to be given to the employee or to be used in a formal counseling session with the employee, but instead as a tool for supervisors and managers to clearly and precisely document formal verbal warnings given to employees. After speaking with the employee regarding the issue, please complete this form and return to Erigo by uploading at <https://erigoes.com/client-login/form-upload>.

Worksite Employer: \_\_\_\_\_ Date of Verbal Warning: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Employee Position: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

**Please describe in detail the events that led to this verbal reprimand, including any relevant facts or dates. Also, please note the interaction with the employee during this reprimand and any suggestions or requirements for improvement for the offensive behavior or conduct. A detailed documentation of the verbal reprimand is important, therefore err on the side of providing too much information.**

Supervisor Signature: \_\_\_\_\_

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