

VERBAL CORRECTIVE ACTION REPORT

Employee Name \_\_\_\_\_ Date \_\_\_\_\_  
Job Title \_\_\_\_\_ Department \_\_\_\_\_

A verbal warning was issued to the above named employee this date by reason(s) of the following; improper conduct, violation of an established rule, unsatisfactory work performance, or other cause as explained below.

- ABSENTEEISM
- ABUSIVE LANGUAGE
- IMPROPER DRESS
- IMPROPER USE OF EQUIPMENT
- INSUBORDINATION
- MISCONDUCT
- TIME CLOCK INFRACTION
- UNSATISFACTORY WORK PERFORMANCE
- TARDINESS
- OTHER

Explanation of violation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Corrective Action Taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee's reaction to verbal correction: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature (Optional) \_\_\_\_\_ Date \_\_\_\_\_