

MODEL NOTE FOR SUPERVISOR'S DIARY TO DOCUMENT AN ORAL WARNING

On *(date)*, I had *(employee's name)* come to my office, and I stated it appears that he/she has engaged in *(specify the conduct)*. I indicated the conduct is a violation of *(specify rule, regulation, or order violated)* and gave him/her an oral warning not to engage in the conduct again.

I also informed him/her that further violations of *(the rule, regulation, or order or other prohibited conduct)* will lead to more severe disciplinary action, and that I am keeping written documentation of what I have told him/her on that date.

Signed: \_\_\_\_\_

*This note should be preserved by the supervisor, as it can be used in a grievance or other proceeding in the event further disciplinary action must be taken.*