

MORRIS MURDOCK

TRAVEL

EMPLOYEE VERBAL ACTION

Date: \_\_\_/\_\_\_/\_\_\_

Office Location: \_\_\_\_\_

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

Department: \_\_\_\_\_

TYPE OF VIOLATION

Attendance/Punctuality

Performance (Substandard work)

Violation of Company Policy

Insubordination (Failure to follow instructions)

Harassment

Other Improper Conduct: \_\_\_\_\_

Describe Situation: \_\_\_\_\_

\_\_\_\_\_

What the employee must do to correct the situation in the future: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee Response: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Employee Signature                                  Date

\_\_\_\_\_  
Manager Signature    Date

Information was covered with employee, but employee refused to sign.