

Sample: Written Confirmation of a Verbal Warning

February 7, 2019

Don Happy
123 Main St.
Farmington, UT 84025

Dear Don:

This letter confirms the discussion we had in my office on February 5, 2019, regarding your frequent use of your cell phone during work hours to access social media and have conversations with your family and friends. During our visit, I indicated that you were on your phone when I went to your office on two occasions (1/30/19 and 1/31/19) and I waited nearly five minutes for you to complete your personal conversations. Mr. Smith also related that he went to your office on February 4, 2019, to inform you that water was accumulating on the floor near his classroom (posing a safety hazard) but you were on your phone looking at Facebook. You said you would be there in a few minutes. In fact, according to Mr. Smith, it took you closer to 20 minutes. The water posed a serious hazard to students walking down the hall, and one student actually slipped and fell.

You stated that you do not feel you are on your phone frequently, or for large amounts of time, and that you use it only in an emergency. We discussed that during your work hours, you are not to be using your phone for any non-work related reason. You agreed to use your phone only on your breaks or your lunchtime.

At this meeting, I also reviewed with you the policy regarding neglect of employment obligations and expressed my expectation that you would refrain from using your phone during the time you are being paid to work. In addition, I also cautioned you that your failure to resolve this concern would result in further disciplinary action that could include termination of your employment with the District.

Sincerely,

Thomas Green
Principal

I received a copy of this letter and understand its contents.

Employee Signature

Date