

WRITTEN WARNING: 1ST / Final

Employee Name: Employee No:

You are hereby notified in writing for having contravened a provision of the disciplinary code in that you, on the _____ day of _____ 20__ committed the following misconduct:

.....
.....
.....

This warning should be regarded as very serious and if you continue this unacceptable conduct, it could lead to more serious action being taken against you. I certify that the contents were explained to the employee and that he/she indicated that he/she understood. A copy of this warning will be filed on his/her personal file, where it will remain in force for..... months from the date of issue. This warning will lapse on

SIGNATURE OF EMPLOYER/ SUPERVISOR

DATE

I acknowledge that this Written Warning was issued to me, that the contents were explained to me and that I understood.

SIGNATURE OF EMPLOYEE

DATE

The contents of this document was interpreted by..... to the employee and he/she indicated that he/she understood.

SIGNATURE OF INTERPRETER

DATE

SIGNATURE OF WITNESS

DATE