

NOTIFICATION OF A FINAL WRITTEN WARNING

EMPLOYEE NAME: _____

DATE: _____

As a result of a disciplinary hearing held on _____ you are hereby informed that you are issued a final written warning due to:
(Give a short synopsis of the finding of the chairperson of the disciplinary enquiry)

This final warning takes immediate effect.
Should a similar offense or any other serious offenses be committed by yourself, you will render yourself liable for dismissal.

SIGNED - EMPLOYER

This final warning has been read to me in my own language. I am aware of the contents of this notification and acknowledge receipt of a copy thereof.

SIGNED: EMPLOYEE

WITNESS

DATE : _____

(Employee refused to sign. Yes/No)