

WRITTEN WARNING

EMPLOYEE NAME: _____

DATE: _____

As a result of your action you are hereby informed that you are issued a written warning due to: (Give a short synopsis of the finding of the chairperson of the disciplinary enquiry)

This 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 written 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)