

DELTIN ROYALE		
Form Ref Number		Date:
DISCIPLINARY WARNING SHEET		
Employee Name :		Employee No. :
Date of Joining :		Department :
Designation :		Reporting to :
<b>Action Taken:</b> <input type="checkbox"/> Informal Warning - Note to File Only <input type="checkbox"/> Formal Warning - Note to File Only <input checked="" type="checkbox"/> First Warning Letter <input type="checkbox"/> Final Warning Letter <input type="checkbox"/> Dismissal		
<b>Details of the Offence:</b> <i>(Attach relevant evidence / documents) (Use back page if space not enough)</i> TEST		
Reason for Warning:		
What is the next disciplinary action for non-improvement? (Next Disciplinary Stage)		
<b>ACKNOWLEDGEMENT:</b> <i>(Witness should sign in case the employee fails to do so).</i>		
Employee: _____ Date: _____		Witness: _____ Date: _____
Reporting Manager/Deputy HOD Date: _____	Department Head: Date: _____	HR Manager: Date: _____
Distribution List: Original to Employee File / Copies to Employee.		