Date: Disciplinary Warning Sheet	DELTIN ROYALE			
Employee Name : Employee No. : Date of Joining : Department : Designation :: Reporting to : Action Taken: First Warning Letter Final Warning Letter Dismissal Formal Warning - Note to File Only Dismissal Details of the Offence: (Attach relevant evidence / documents) (Use back page if space not enough) TEST Reason for Warning: What is the next disciplinary action for non-improvement? (Next Disciplinary Stage) ACKNOWLEDGEMENT: (Witness should sign in case the employee fails to do so). Employee: Date: Witness: Date: Reporting Manager/Deputy HOD Department Head: HR Manager:	Form Ref Number	Date:		
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