**WARNING LETTER TEMPLATE**

**R/HCM/IR & WE/LOW/OO/105**

08-Aug-2012

To:     Jacquelyn Ekwueme(EMP NO A08937) GENERAL MANAGER  
          ITT – APPLICATIONS

Cc: 1st Level Supervisor; Jacquelyn Ekwueme; WorkEthicsTeam; 2nd Level Supervisor; HRBP; Group Head-HCM Support

**WARNING LETTER**   
**\*\*\*\*Sanction header\*\*\*\***

\*\*\*\*Sanction Details\*\*\*\*

In view of the above, Management has approved that you be issued a **Warning Letter**.

We advise that you be more cautious and guard against a recurrence of a similar incident

Thank you.

Yours Faithfully,  
Per Pro: **UNITED BANK FOR AFRICA PLC.**

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| **ENOBONG EGERE** | **BAYO ODEYALE** |
| Industrial Relations & Work Ethics | Head, HR Operations &  Shared Services |

Appraisal impact – 3 marks