

WRITTEN WARNING

Name of Employee: _____

Employee No. or ID No.: _____

1. You are hereby warned in writing for having contravened a provision of the disciplinary code and issued with a Written Warning for having committed the following misconduct on
2. This warning should be regarded as very serious and if you continue this unacceptable conduct, it would lead to more serious action being taken against you.
3. I certify that the content of this warning was explained to the employee and that *he/she indicated that *he/she understood. A copy of this written warning will be filed on his/her personal file, where it will remain in force for months from the date of issue.
4. This warning will lapse on

SIGNATURE OF EMPLOYER/ SUPERVISOR

DATE

This document was served on the employee personally on _____ (Date) at _____ (Time) at _____ (Place) by _____.

SIGNATURE OF PERSON WHO SERVED THIS DOCUMENT ON THE EMPLOYEE: _____

I acknowledge that this document was handed to me and that the content was explained to me and that I understood.

SIGNATURE OF EMPLOYEE

DATE

The content of this document was interpreted by me to the employee from _____ to _____ and * he/she indicated that * he/she understood.

SIGNATURE OF INTERPRETER

DATE

I was present and witnessed this document being handed to and explained to the employee.

SIGNATURE OF WITNESS

DATE

*Delete where not applicable.