



## VERBAL WARNING

Name of Employee: \_\_\_\_\_  
Employee No. or ID No.: \_\_\_\_\_

1. You are hereby warned for having contravened a provision of the disciplinary code and issued with a Verbal Warning for having committed the following misconduct on \_\_\_\_\_
2. Since the above conduct is deemed by the employer as of a less serious nature, you are warned verbally by the employer, to refrain from such conduct in future and assure that your conduct conforms to the prescribed standard.
3. You are further informed that an entry regarding the said Verbal Warning will be filed on your personal file, where it will remain in force for \_\_\_\_\_ months from the date on which this warning had been issued.
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.