**LETTER OF WARNING CONCERNING MISCONDUCT**

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| **Vessel:** |  | **Date:** |  |
| **Port/Place:** |  | **Time:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Seaman Name:** |  | **Rank/Rating:** |  |
| **Date of Incident:** |  | **Time:** |  |

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| --- |
| **Record details of Verbal Warning:**    **Response of Seaman:** |

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| **Record details of Written Warning:**    **Response of Seaman:** |

|  |  |
| --- | --- |
| **Rank and Name**  **of Reporting Officer:** |  |
| **Signature:** |  |

You are hereby given verbal/written warning that at (Time) \_\_\_\_\_\_\_\_\_\_\_\_ (Date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ you were found to be in violation regarding standards of behaviour and discipline. You are also advised that the Time and Date of the above mentioned incident will be recorded in the vessel's Logbook, and a copy of this letter will be filed for forwarding to Manning Department, in the event of further violations.

You are advised to submit your written statement concerning the above incident and any mitigating circumstances involved in the incident to the Master.

You are advised that further violations of Company Policy and Discipline Code may lead to termination of your contract and dismissal from the vessel.

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| **Seaman:** |  |  | **Master:** |  |
| **Receipt acknowledged :** |  |  | **Signature:** |  |

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| --- | --- | --- | --- | --- |
| **Name & Rank of Witness No.1:** |  |  | **Name & Rank of Witness No.2:** |  |
| **Signature :** |  |  | **Signature:** |  |

Note: Please make 3 copies of this form copy for seafarer, ship file and mail to office (Manning Dept.)