



- ✓ SOUND ADVICE
- ✓ FAIR LABOUR PRACTICE

**WRITTEN WARNING**

*(indicate with X in right block)*

**TYPE OF WARNING:**

**VALID FOR:**

VERBAL WARNING	3 MONTHS	
WRITTEN WARNING	6 MONTHS	
FINAL WRITTEN WARNING	12 MONTHS	

COMPANY NAME:

EMPLOYEE NAME AND SURNAME:

EMPLOYEE CODE:

DATE:

**CHARGES:** {AS PER SANCTION GUIDELINE OR DISCIPLINARY CODE} and **TRANSGRESSION:** {Short summary of what transpired (WHO,WHAT, WHEN, WHERE) scenario}:

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*This behavior is unacceptable and won't be tolerated. Should you transgress in a similar manner further disciplinary steps will be taken against you.*

**CORRECTIVE ACTION AGREED UPON:** {WHAT WILL THE EMPLOYEE DO TO RECTIFY HIS/ HER BEHAVIOR}

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**EMPLOYER'S RESPONSE OR ADDITIONAL COMMENTS:**

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EMPLOYEE SIGNATURE:

DATE:

EMPLOYER SIGNATURE:

DATE:

WITNESS SIGNATURE:

DATE: