

## WRITTEN WARNING

NAME OF EMPLOYEE:

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EMPLOYEE NO: ID NO:  
**SAMPLE**

1. You are hereby warned in writing for having contravened the disciplinary code in that you, on "[Insert Date]" at "[Insert time]" or near "[Insert Place]" committed the following misconduct:

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2. This warning should be regarded as very serious and if you continue this unacceptable conduct, you should expect serious action being taken against you.

**VIEW**

I certify that the contents of this warning were 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 six months from the date of issue. This warning will lapse on "[Insert Date]"

Signed:

\_\_\_\_\_  
"[Insert Employer Name]"  
"[Insert Date]"

I acknowledge that I have received a written warning was issued to me, that the contents were explained to me, and that I understood

**SAMPLE**  
\_\_\_\_\_  
"[Insert Employee Name]"  
"[Insert Date]"

The contents of this document were interpreted by me to the employee from \_\_\_\_\_ to \_\_\_\_\_, and he/she indicated that he/she understood.

Signed:

\_\_\_\_\_  
"[Insert Interpreter Name]"  
"[Insert Date]"

I was present and witnessed \_\_\_\_\_ employee receiving the written warning.

Signed:

\_\_\_\_\_  
"[Insert Witness Name]"  
"[Insert Date]"