

# Notice of final written warning

Employee name: \_\_\_\_\_

Date: \_\_\_\_\_

As a result of an investigation / hearing held on \_\_\_\_\_,  
you are hereby informed that you are issued a final written warning due to (give  
a short synopsis of the finding of the chairperson of the disciplinary hearing):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This final warning takes immediate effect and are valid for a period of  
**12 months** from date of issuing.

Should a similar offence, or any other serious offences be committed by  
yourself, you will render yourself liable for dismissal.

\_\_\_\_\_  
Signed: Employer

This final warning has been read to me in my own language. I am aware of the  
contents of this notification and acknowledge receipt of a copy thereof.

\_\_\_\_\_  
Signed: Employee

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

Should the employee refuse to sign the witness must sign attesting to the fact  
that the notice was properly issued and explained.