

Notice of written warning

Employee name: _____

Date: _____

You are hereby informed that you are issued a written warning due to:

This warning takes immediate effect and shall be valid for a period **six (6)** months.

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

Signed: Employer

This written 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.