



..... **WRITTEN WARNING**

Employee:..... Workplace: .....

**Description of Misconduct / Breach of your Employment Contract:**

I refer to the enquiry/meeting held on ..... at which you were found guilty of ..

Misconduct  Poor Work Performance  Other

Detail: .....  
.....  
.....

You are hereby WARNED that your behaviour / conduct is unacceptable and is a breach of your contract of employment.

Should your future behaviour or conduct continue to be unacceptable, your employment may be terminated, that is, you may be dismissed.

Please ensure that you adhere to our rules, regulations and requirements as well as any instructions that may be given to you by a Supervisor / Manager. Should you require any further information concerning acceptable behaviour or conduct, please contact your Supervisor / Manager. **Please view this Warning in a very serious light.** This warning is valid for a period of **6 Months**

Further Comments / Disciplinary Action: .....  
.....  
.....

**EMPLOYER:** ..... **DATE:** .....

*I acknowledge that I have been **warned** about my conduct / behaviour:*

EMPLOYEE: ..... DATE: .....

**If employee refuses to sign,**

*I have witnessed that the above-mentioned employee has been duly **warned** about his/her behaviour / conduct. The employee has refused to sign this letter.*

WITNESS: ..... DATE: .....