

Disciplinary Warning/ Final Warning Letter

Name of Employee: *(Insert Employees Full Name)*
Employee No: *(Insert Employees Employee no/ Id no)*
Department: *(Indicate Department in which Employee works)*
Position: *(Indicate position held by Employee)*

1. Description of Misconduct:

You are hereby given a warning/final warning in terms of the above misconduct or behavior.

2. Action necessary on your part to avoid further disciplinary action is

- Should you fail to comply with the above or commit a further offence/misconduct, further disciplinary action may be taken against you.
- You have the right to appeal this warning. If you wish to do so, within 2 days of the receipt of this letter, you must submit a letter outlining the reasons for requesting an appeal to the HR Department.

Confirmation of Receipt

I, **(please insert employee's name)** hereby acknowledge receipt of this warning/final warning and confirm that the content and implications thereof have been fully explained to me and I acknowledge that I understand same.

Employee's Signature: _____ **Date:** _____

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Employee refused to sign (In which instance the document should be signed by two witnesses)

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Employee signed

Signature of Employer: _____ **Date:** _____

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