

# Written/Final Warning Letter

**Name of Employee:** *(Insert Employee's full name)*

**Employee No:** *(Insert Employee number)*

**Employee ID No:** *(Insert Employee ID number)*

**Department:** *(Indicate department in which employee works)*

**Position:** *(Indicate position held by Employee)*

## 1. Description of Misconduct:

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

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

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- 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, you must submit a letter outlining the reasons for requesting an appeal to the HR Department within **(insert number of days)** days of the receipt of this letter,.

## Confirmation of Receipt

I, (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)**

**Witness 1 signature:** \_\_\_\_\_

**Witness 2 signature:** \_\_\_\_\_

**Signature of Employer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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