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Warning Letter / Disciplinary Action

Version 1.1 - AT/HR/FRM 16 - Date:04/07

INCIDENT & DISCIPLINARY ACTION FORM

Date of Joining: Department	Employee Name :			Employee No.	:		
Action Taken: Informal Warning - Note to File Only	Date of Joining :			Department			
Informal Warning - Note to File Only	Position Title :			Reporting To			
How to Improve: (State the ways on how to improve the performance of the employee, training & development needs). Reason for Warning: What is the next disciplinary action for non-improvement? (Next Disciplinary Stage) ACKNOWLEDGEMENT: (Witness should sign in case the employee fails to do so). Employee: Date: Recommendation Name:	☐ Informal Warning - Note to F			☐ Dismissal			
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Distribution List: Original to Employee File / Copies to Department Head, Employee and Public Realation.							