

**FORM A [Retype or "cut-and-paste" on School Letterhead]**

**WRITTEN WARNING**

Name of employee  
Persal no  
Personal details of the employee

This a written warning in terms of the disciplinary procedure. Should you engage in further misconduct, this written warning may be taken into account in determining a more serious sanction.

The written warning will be placed in your personal file and will remain valid for a period of six months from the date of the written warning.

If you object to the warning or wish to furnish additional information, you may lodge a written objection or additional information which will be filed together with this warning.

The nature of the misconduct is :

**SIGNATURE OF THE REPRESENTATIVE OF EMPLOYEE**  
**DATE :**

**SIGNATURE OF EMPLOYEE**  
**DATE :**

**SIGNATURE OF WITNESS (if applicable)**  
**DATE :**

**FORM B [Retype or "cut-and-paste" on School Letterhead]**

**FINAL WRITTEN WARNING**

Name of employee  
Persal no  
Personal details of the employee

This is a final written warning in terms of the disciplinary procedure. Should you engage in further [transgressions] misconduct it could lead to formal misconduct proceedings being instituted against you.

This final written warning will be placed in your personal file and will remain valid for a period of six months from the date of the written warning.

Should you wish to do so, you may lodge a written objection to this final warning, or provide additional information which will be filed together with this final warning.

The nature of the misconduct is :

**SIGNATURE OF THE REPRESENTATIVE OF EMPLOYEE**  
**DATE :**

**SIGNATURE OF EMPLOYEE**  
**DATE :**

**SIGNATURE OF WITNESS (if applicable)**  
**DATE :**