

## **ANNEXURE 4**

### **Written Warning**

Employee name: \_\_\_\_\_

Employee No : \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

1. This serves to confirm, that you have breached a company rule and standard on \_\_\_\_\_ relating to \_\_\_\_\_ which is a contravention in terms of the company's Disciplinary Code and Procedure. You have been advised of the required standard and corrective action after you were given an opportunity to respond to the incident
2. A written warning has subsequently been recorded on your personal file. This written warning will be valid for a period of three (3) months from the date of issue thereof.
3. Should you be found guilty of either the same offence or a related offence during this period, you may be subjected to further disciplinary action, up to and including a possible dismissal.
4. We trust that you will take the necessary action as so to avoid any future disciplinary action.

Yours faithfully

\_\_\_\_\_  
EMPLOYEE RELATIONS MANAGER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WARNING RECEIVED

\_\_\_\_\_  
SIGNATURE