

## **ANNEXURE 5**

### **Final Written Warning**

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

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

Branch: \_\_\_\_\_

Branch No: \_\_\_\_\_

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

1. This serves to confirm that at a disciplinary enquiry held on \_\_\_\_\_, you were found guilty of \_\_\_\_\_

\_\_\_\_\_ which is a contravention in terms of the company's  
Disciplinary Code and Procedure.

2. A final written warning has subsequently been recorded on your personal file. This final written warning will be valid for a period of six (6) 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