

	Current Revision: <i>ver 1.0</i>  Policy Number:	
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**NOTIFICATION OF A VERBAL WARNING**

<b>DOCUMENT APPROVAL</b>			
	Name	Signature	Date
Responsible Person:			
 Date of Last Review: _____			
<div><b>Key words:</b> _____  <b>Reference documents:</b> _____  <b>Applicability:</b> <i>This policy is applicable to all employees.</i></div>			

To : \_\_\_\_\_

Employee no. / Department : \_\_\_\_\_

From : \_\_\_\_\_

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

**Re : Verbal warning**

Please be advised that it is hereby recorded that a verbal warning was issued to you for the following:

**Description (briefly describe the misconduct):**

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Please note that if no improvement is seen in the near future with regard to the above, further disciplinary action could be initiated against you.

I confirm acknowledgement of the above a verbal warning and I am fully aware of the consequences should no improvement occur within the next 6 (six) months, or if similar charges are brought in against me.

Employee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have witnessed the above employee having received notification of a verbal warning.

Representative: \_\_\_\_\_

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

**NB: Please note that you have an option to appeal against this warning.**