

	Current Revision: <i>ver 1.0</i> Policy Number: _____	
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**NOTIFICATION OF 1<sup>ST</sup> WARNING**

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

**NOTIFICATION OF 1<sup>ST</sup> WARNING**

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

Employee no. \_\_\_\_\_.

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

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

**Re: 1<sup>ST</sup> warning**

Please be advised that it is hereby recorded that a 1<sup>ST</sup> 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 1<sup>ST</sup> warning and I am fully aware of the consequences should no improvement occur within the next \_\_\_\_\_ 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 1<sup>ST</sup> warning.

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

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

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

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