

	Current Revision: <i>ver 1.0</i> Policy Number: _____	
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NOTIFICATION OF 2ND WARNING

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

NOTIFICATION OF 2ND WARNING

To: _____

Employee no. / Department: _____

From: _____

Designation: _____ Date: _____

Re: 2nd warning

Please be advised that it is hereby recorded that a 2nd warning was issued to you for the following:

Description (briefly describe the misconduct):

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 2nd 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 2nd warning.

Representative: _____

Designation: _____ Date: _____

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