

Notice of Verbal Warning

Employee name:	
Date:	
Act of misconduct committed on (date):	

You are hereby issued with a verbal warning due to:

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I have warned the employee that he/she committed an act of misconduct. I informed him/her that this warning will be recorded and should a similar offence, or any other serious offences be committed by him/her, he/she will render him/herself liable for dismissal.

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Signed: Employer

This written warning has been read to me in my own language. I am aware of the contents of this notification and acknowledge receipt of a copy thereof.

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Signed: Employee

.....

Witness

.....

Date

(Employee refused to sign yes/no)

Should the employee refuse to sign the witness must sign attesting to the fact that the notice was properly issued and explained.