

FINAL WRITTEN WARNING

Employee Name

ID/ Passport

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Department

Date

Dear _____

Following the disciplinary hearing held on _____, where the allegations of misconduct / poor performance were discussed, the following has been decided:

Outcome of the Disciplinary Hearing:

- After considering the evidence presented and your defence, the panel has determined that a final written warning is the appropriate sanction for the following reasons:

Detailed Description of Incident :

This final written warning serves as the last formal notice that your conduct/performance must improve to meet the standards expected at _____. Failure to adhere to these standards could lead to your dismissal.

Previous Warnings:

- You were previously issued a first written warning on _____ and a second written warning on _____, indicating that this is a continuation of a pattern of behaviour or performance issues.

Expectation of Improvement:

**Warning Period:**

- This warning will remain on your personnel file for ____ months, during which time we expect to see improvement in the areas noted.

Consequences of Non-Improvement:

- Failure to meet these expectations may lead to further disciplinary action, which could include additional warnings, suspension, or ultimately, dismissal.

Your Rights:

- You have the right to appeal this warning. If you wish to appeal, please submit your appeal in writing to _____ within **7 days** from the receipt of this letter, clearly stating the basis for your appeal.
- Please take this warning seriously and use this opportunity to correct the behaviour or performance in question.

Please take this final warning with the utmost seriousness, as your continued employment depends on demonstrating immediate and significant improvement. Should you have any questions regarding these findings or recommendations, please do not hesitate to contact _____ at _____.

Acknowledgement of Receipt:

- **Employee's Acknowledgment:** I acknowledge receipt of this 1st Warning and understand the contents therein.

Signature: _____**Date:** _____

- **In case of Refusal to Acknowledge:**

If the employee refuses to acknowledge receipt, the following witness will confirm that the 1st Warning was received:

Witness's Name: _____**Witness's Signature:** _____**Date:** _____

This template reflects the gravity of a final written warning, emphasizing that it comes after a disciplinary hearing and sets out clear expectations for the employee's future conduct or performance.