

FIRST WRITTEN WARNING

Employee Name

ID/ Passport

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Department

Date

Dear _____

It has come to our attention that there have been issues with your conduct/performance, specifically:

Detailed Description of Incident :

After review of the incident and considering the circumstances, it has been decided to issue you with a first written warning. This warning serves as formal notice that your behaviour or performance does not meet the standards expected at _____.

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.

We trust that this will be a one-time occurrence and look forward to your improvement. Should you have any questions regarding these findings or recommendations, please do not hesitate to contact _____ at _____.

We appreciate your cooperation throughout this process, and our objective remains to support you while ensuring the operational needs of the company are met.

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 provides a formal, documented step in the disciplinary process, focusing on giving the employee a chance to correct their behaviour or performance before escalating matters.