

[Company Letterhead]

Date: [DD Month YYYY]

Ref: [HR/WARN/_____]

BY HAND

[Employee Full Name]

[Designation], [Department]

Subject: Final written warning

Dear [Mr/Ms Last Name],

We refer to the first written warning issued to you on [date] regarding [summary], and to the show-cause letter dated [date] concerning the further incident on [date], in which you [describe precisely]. Your written explanation dated [date] was considered at a meeting on [date] at which you were present [with a representative of your choice].

The Company finds that the explanation does not justify the conduct, which is a breach of [clause / rule]. In view of the earlier warning, you are hereby issued a **final written warning**.

You are required to [state the improvement expected] with immediate effect. Any further misconduct or failure to meet the standard set out above within the next [twelve] months will result in disciplinary proceedings that may lead to the termination of your employment, in which case written reasons will be given to you in terms of section 2(5) of the Termination of Employment of Workmen (Special Provisions) Act, No. 45 of 1971.

This warning will remain on your personal file for [twelve] months. You may submit any comments in writing within [seven] days.

Yours faithfully,

.....

[Name of Authorised Signatory]

[Designation]

[Company Name]

I acknowledge receipt of this letter: [Employee Name] Date: