



**WEST RAND
DISTRICT MUNICIPALITY**



CONFIRMATION OF A WRITTEN WARNING

NAME : _____ **EMPLOYEE NUMBER :** _____

DEPARTMENT : _____ **DATE :** _____

This document serves to confirm that _____ had a formal discussion with you regarding the following:

Your behavior is contradictory to the WRDM's conditions of service. Your behavior is also not acceptable to me and I can not allow you to continue with this kind of behavior in future.

You receive a written warning which will be valid for _____ months, meaning that any similar behaviour during this time will be dealt with in terms of the disciplinary code of the WRDM.

I trust that you will see this in a serious light.

SUPERVISOR

EMPLOYEE

HEAD OF DEPARTMENT

DATE