



**WEST RAND  
DISTRICT MUNICIPALITY**



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**UNAUTHORISED ABSENCE**

This serves to confirm a verbal conversation on \_\_\_\_\_

According to your service record, you are regularly absent from work due to unauthorised absence. This behaviour can no longer be tolerated and you are herewith notified that if you should in future be absent again without the necessary permission, strict disciplinary action will be taken against you, which could lead to your discharge.

**Accused  
(Name & Signature)** \_\_\_\_\_

**Supervisor** \_\_\_\_\_

**Head of Department** \_\_\_\_\_

\_\_\_\_\_ **Date**

**Comments by Human Resources:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Human Resources** \_\_\_\_\_

\_\_\_\_\_ **Date**

- **Copy to employee concerned**
- **Original on personal file**