



WEST RAND DISTRICT MUNICIPALITY



CONFIRMATION OF A VERBAL CONVERSATION

NAME : _____ EMPLOYEE NUMBER : _____

DEPARTMENT : _____ DATE : _____

This document serves to confirm that your supervisor 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 are hereby informed that this type of behavior could lead to a disciplinary procedure against you.

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

SUPERVISOR

EMPLOYEE

HEAD OF DEPARTMENT

DATE

COMMENTS BY HUMAN RESOURCES:

SIGNATURE