



**VERBAL WARNING**  
**DISCIPLINARY ACTION**

1st Verbal Warning

2nd Verbal Warning

3rd Verbal Warning

Staff Name:

Position:

Date & Time:

Outlet:

Reason for Warning

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The company is hereby warning you that a repeat of the same offence or any other offences after this warning shall mean drastic disciplinary measure will follow which could lead to suspension or termination.

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**Manager**

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**Employee**