

F&Y Furniture Manufacturers CC – Reg No: 1998 / 036814 / 23

**Furniture Manufacturers & Importers of Quality Furniture**

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**Final Written Warning**

Name of Employee: Luvuyo Boyce

Employee Number/ID Number: 9001276050084

1. You are hereby warned in writing for having contravened a provision of the disciplinary code on the 27th of December 2022

**Transgression: C-12 – Absence from work without leave for 2 days or less**

* In that you failed to report for your assigned/scheduled shift at MFA Lusiki on the above mentioned date. You also failed to inform you employer of your non-attendance.

2. This warning should be regarded as very serious and if you continue this unacceptable conduct, it will lead to more serious action being taken against you, up to and including dismissal.

I certify that the contents of this warning were explained to the employee and that \*he/she indicated that \*he/she understood.  A copy of this written warning will be filed on his/her personnel file, where it will remain in force for six (6) months from the date of issue. This warning will lapse on \_\_\_\_\_\_\_\_\_\_\_\_

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

Signature of Employer Date

I acknowledge that this Written Warning was issued to me, that the contents were explained to me and that I understood.

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

Signature of Employee       Date

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

Signature of Witness       Date

I was present and witnessed the warning being issued to the employee for the misconduct as mentioned above.