

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

**Furniture Manufacturers & Importers of Quality Furniture**

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**Verbal Warning**

Name of Employee: Samukelo Glenboy Mbuthuma

Employee Number/ID Number: 9312256136086

1. You are hereby warned in writing for having contravened a provision of the disciplinary code between the period of 01 – 24 July 2023 (Date) committed the following misconduct:

**Transgression: E11:** Poor time keeping, being late for work**:**

In That, between the period of July 2023, you have been late on 2 occasions to report for duty. Late coming causes delays in work being carried out. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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 Zero (0) months from the date of issue.

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Signature of Employer Date

I acknowledge that this Final 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.