

REMINDER LETTER (Verbal Warning)

Department:	
Employee:	
Position:	
1/ Reminding note:	
2/ Staff's committment:	
I hereby accept this reminder, and commit not to	offend the above mentioned again. In case of
repeating this offender, I will be responsible for its co	onsequence and accept below disciplinary action
against me:	
Employee Manager	
(Signature & full name) Date	(Signature & full name) Date