第一次/第二次书面警告 —— 行为

FIRST/SECOND WRITTEN WARNING - CONDUCT

Disciplinary Procedure 纪律程序

Name of Employee: 员工姓名:		sition: 务:	
Department: 部门:	Da	nte: 期:	
Hb1 1:	H	为1:	
Further to your interview on			
(Continue on another sheet if necessary) (若有必要,请在另外的纸张上继续填写)			
HR Manager: 人力资源部经理:	Date: 日期:		Signature: 签名:

第一次/第二次书面警告 —— 行为 FIRST/SECOND WRITTEN WARNING - CONDUCT

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Declaration: 声明:
Any recurrence of the above or any other breach of discipline, you will be issued with a further warning and, if there is no improvement in your record future, disciplinary action could include dismissal. 一旦您再次违反上述纪律或其它纪律,将会向你发出进一步的警告。如果您未来的记录没有显示您改进的迹象,则您将会受到包括解雇在内的纪律处分。
I confirm that I have received a copy of this written warning 本人特此确认,本人业已收到该书面警报的复件
Employee Signature: Date: 员工签名: 日期:

To be retained in employee's file 该记录将放在员工档案内。