

RECORD OF VERBAL WARNING

口头警告记录

Disciplinary Procedure

纪律处分程序

Name of Employee: 员工姓名:		
Position: 职务:		Department: 部门:

A verbal warning is being issued to the above employee for the following reason(s):
对上述员工给予口头警告处分的原因如下：

(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 :

HOD: 部门负责人:	Date: 日期 :	Signature: 签名 :

To be retained in employee's file
该记录将保存在员工档案内。

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