

第一次/第二次书面警告 —— 表现
FIRST/SECOND WRITTEN WARNING - PERFORMANCE
Disciplinary Procedure
纪律处分程序

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

Further to your interview on (Date), I have reason to issue a First / Second written warning as to your future conduct.

Reason (s):

将在.....(日期)与您进一步面谈。本人有理由对您未来的行为给予第一次/第二次书面警告。原因如下:

HR Manager: 人力资源部经理:	Date: 日期:	Signature: 签名:

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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，将会向你发出到进一步的警告。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:
员工签名:

Date:
日期:

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