

## 第一次/第二次书面警告——表现

### 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：

(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 —— 表现**  
**FIRST/SECOND WRITTEN WARNING - PERFORMANCE**  
**Disciplinary Procedure**  
纪律处分程序

<b>Declaration:</b> 声明:
<p>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，将会向您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。</p> <p>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</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%;"><b>Employee Signature:</b> ..... 员工签名: .....</div><div style="width: 45%;"><b>Date:</b> ..... 日期: .....</div></div>

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