



GOVERNMENT OF ANGUILLA

DISCIPLINE – WRITTEN WARNING

Issued to:	Employee ID: <table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table>				
Date issued:					

Having given you the opportunity to attend and make representations at the disciplinary hearing held on the [] and having fully considered the facts of the case, including the explanation furnished by you, this written warning is given to you in respect of the following misconduct and/or performance below expected standards:

You should note that if you commit any further misconduct within a period of twelve months from the date of this written warning, or if your performance continues below expected standards, then this written warning will be taken into account in deciding the seriousness of any further disciplinary action, **WHICH COULD LEAD TO YOUR DISMISSAL**. If you wish to appeal against this written warning you should write to me giving full details of the grounds of your appeal to reach me within fourteen days of the date of this warning.

This written warning will cease to count against you and will be deemed to have expired if there is no further misconduct or performance below expected standards by you during the twelve-month period immediately following the warning. However, this warning may be reactivated for the purpose of disciplinary proceedings leading to your dismissal where you have accumulated two or more expired warnings of any kind.

You are expected to reach and maintain the following standard of conduct and/or performance:

Signed: _____(Head of Department)

Name in block capitals:

I certify that I have received and understood this written warning

Signed: _____ Date: _____