

## **AN EXAMPLE OF A VERBAL WARNING**

### **PROFILL (South Africa) (PTY) LTD**

Ms Jane Marriot  
By hand  
c/o Profill (South Africa) (Pty) Ltd

28 May 2022

Dear Jane

### **VERBAL WARNING**

This communication serves to inform you that you are being issued with a VERBAL WARNING for poor timekeeping. This warning arises out of your arriving 2 hours late for work on Tuesday 27 May 2022.

The severity of the above offence arises out of the fact that as a front office salesperson, your late arrival results in:

- a) customers having to wait unnecessarily for service; and
- b) placing undue pressure on the remaining salespersons to serve customers.

Regarding the above warning, your attention is drawn to the following:

This warning is valid for a period of 6 (six) months from the above date. The implication is that, should you commit the same or a similar offence within the above-mentioned period, further disciplinary action may be taken against you.

We, the undersigned, hereby agree that the above warning has been communicated to Ms Marriot on 28 May 2022:

For the Company

Ms Marriot

Witness

Date