Ref. no.	Date	Warning
Employee name	Employee ID	Designation

WRITTEN WARNING

Violation discovered on	Written notice of the charge	Hearing held on
Investigation completed	Rule breached	Earlier sanctions (12 months)

The violation

Your explanation and our finding

Sanction

Under Article 39 of Federal Decree-Law No. 33 of 2021 and our approved disciplinary rules, you are given this _____. If you repeat this or a similar violation, _____.

You may raise a grievance against this decision with _____ within ___ days, or file a complaint with the Ministry of Human Resources and Emiratisation. A copy of this letter is kept in your personnel file.

For the company, authorised signatory

Received by the employee (signature and date)