

VIT FORM 7- I. THIRD FINAL WARNING LETTER. *(official letterhead)*

(Date)

(Mr/Mrs/Ms/Miss) (full name)

(Department and position)

Subject: *(type of misbehaviour)*. Third and final warning

Reference Number: —

Dear *(title and surname)*,

I am advised that you *(describe specific misbehaviour) (on/from) (date/s)*.

This is the third time that I have needed to remind you that *(write how it should have been done quoting directly from the staff manual if possible)*.

You were previously warned that suspension on half pay would take place if this misconduct were to reoccur. This suspension will run from (date) until (date). *(If there is any further action that needs to be taken in a polite manner) (invite the employee to respond in writing to the charges with a due date included)*.

Your failure to comply with VIT rules and my written direction to you is unacceptable. You should regard this as your final warning. Should there be a further incident of this kind, termination procedures will commence.

Yours Sincerely

(signature and principal's stamp)

(Name)

Principal