**ADMINISTRATIVE ACT**

In the city of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, being the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_hour of the day \_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_ of the year \_\_\_\_\_\_\_\_\_\_, in the offices of (COMPANY NAME), located in (COMPANY ADDRESS). The following people met:

(WORKER INVOLVED, MANAGER/SUPERVISOR, HUMAN RESOURCES MANAGER, AND TWO WITNESSES).

The description of the facts are as follows:

(MAKE A DETAILED ACCOUNT OF THE CONSTITUENT FACTS OF THE ERROR, SETTING THE CIRCUMSTANCES OF TIME, MODE, AND PLACE.)

Reason why this act is provided to (EMPLOYEE NAME) for applicable legal purposes.

Under the above, the worker receives the following sanction:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Having nothing else to record, the present act is concluded, those involved signing.

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| **­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Full Name and Worker's Signature**  Who declares that he has read the contents of the minutes and agrees with what is stated in the minutes, signing accordingly. | |
| ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Full Name and Signature  Manager/Supervisor | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Full Name and Signature  Human Resources Manager |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Full Name and Signature  Witness | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Full Name and Signature  Witness |

NOTE: If the minutes result in dismissal, it is suggested to review the minutes by a firm or legal counsel prior to delivery.