

TO BE ISSUED ON THE COMPANY LETTERHEAD

Date: _____

To: _____ (Employee's name)

Notice of Termination

We refer to the poor performance hearing held on _____ (date), at which your continued poor work performance was discussed.

It has been decided that your services be terminated on notice. Your termination date will therefore be _____ **(date)**. You will / will not be required to work out your notice period (**delete that which is not applicable**).

You will be paid your salary up to and including the termination date. If you have any annual leave accrued but not yet taken, you will be paid your annual leave, less deductions, on or before _____ **(date)**.

If you feel that you have been unfairly treated you are entitled to refer an unfair dismissal dispute to the Commission for Conciliation, Mediation and Arbitration (CCMA) / the _____ Bargaining Council (**delete that which is not applicable**) within 30 days of the date of termination of your services. If you intend to refer a dispute, please ensure that when you serve the referral forms on the Company, that you send them to the following email address: _____ for the attention of _____.

You are required to return all property belonging to the employer in your possession prior to your termination date, failing which your final payment will be withheld pending such return.

List of the employer's property to be returned:

Yours sincerely

Manager/Director