

**TO BE ISSUED ON THE COMPANY LETTERHEAD**

Date: \_\_\_\_\_

To: \_\_\_\_\_ (Employee's name)

**Notice of Termination due to Operational Reasons**

It is with sincere regret that management must inform you that since concluding the consultation process, you have been selected to be retrenched. The details of your retrenchment are as follows:

1. You will/will not **(delete which is not applicable)** be required to work your notice period.
2. Your last day of work will be \_\_\_\_\_.
3. You will be paid a severance package in an amount of R\_\_\_\_\_.
4. The Company will, on or before \_\_\_\_\_ (date), apply to SARS for a tax directive on the severance package.
5. The Company will make payment of the severance package, less any deductions as directed by SARS within \_\_\_\_\_ days from the date on which SARS issues a valid tax certificate.
6. Your normal salary, up to and including your termination date will be paid on or before \_\_\_\_\_(date).
7. Accrued annual leave in an amount of R\_\_\_\_\_, less ordinary deductions will be paid to you 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 to please to return all company property in your possession prior to your termination date, failing which your final payment will be withheld pending such return.

The Company would like to thank you for your service and we wish you well in your future endeavours.

**List company property to be returned:**

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Yours faithfully,

Manager/Director