

TO BE ISSUED ON THE COMPANY LETTERHEAD

Date: _____

To: _____ (Employee's name)

Termination of Services

We refer to the disciplinary hearing held on _____ (date), at which you were found to have committed the following misconduct:

The chairperson of the hearing has recommended / decided on a sanction of dismissal (**delete that which is not applicable**) on notice / without notice (**delete that which is not applicable**), which the employer has accepted.

Your services are accordingly terminated on _____ weeks' notice / without notice (**delete that which is not applicable**). Your services with the employer will terminate on _____ (date). If your services have been terminated with notice, you will / will not be required to work out your notice period (**delete that which is not applicable**).

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 dismissal.

You are required to return all company property in your possession immediately, failing which your final payment will be withheld pending such return. Company property to be returned includes, but is not necessarily limited to the following (**delete that which is not applicable**):

Company access cards and keys

Company uniform

Laptop / computer equipment

Company cell phone

Company vehicle

Company documentation

Other (specify):

Yours faithfully,

MANAGER / COMPANY REPRESENTATIVE (insert name and designation)