

[Company Letterhead]

Date: [DD Month YYYY]

Ref: [HR/TERM/_____]

BY HAND / REGISTERED POST

[Employee Full Name]

[Designation], [Department]

[Employee Address]

Subject: Termination of employment on disciplinary grounds

Dear [Mr/Ms Last Name],

We refer to the show-cause letter dated [date], your written explanation dated [date] and the domestic inquiry held on [date], at which you were given the opportunity to be heard.

The inquiry found that on [date(s)] you [describe the misconduct precisely: what was done, where, the rule or instruction breached], which constitutes [gross misconduct / a serious breach of clause [x] of your letter of appointment / the Company's code of conduct]. Having considered your explanation and your service record, the Company has decided to terminate your employment by way of disciplinary action.

Your employment is terminated with effect from **[Effective Date]**. In accordance with section 2(5) of the Termination of Employment of Workmen (Special Provisions) Act, No. 45 of 1971, this letter sets out the reasons for the termination and is issued to you within two working days of the decision.

Your final settlement will consist of: salary to [Effective Date]; payment for accrued annual leave in terms of section 6(6) of the Shop and Office Employees Act; [any other amounts due]. EPF and ETF contributions to the date of termination will be remitted and the relevant forms issued. [Gratuity is payable / is forfeited in terms of section 12 of the Payment of Gratuity Act on the ground of [specify] — delete as applicable.] Please return all company property, including [items], to [name] on or before [date]. A certificate of service will be issued on request.

Yours faithfully,

.....

[Name of Authorised Signatory]

[Designation]

[Company Name] [Company Seal]

Received by: [Employee Name] Date: (or: sent by registered post on [date], receipt no. [x])