

DISCIPLINARY OUTCOME: SANCTION

Employee Name

ID/ Passport

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Department

Date

Dear _____

Following the disciplinary enquiry held on _____, and the verdict communicated to you, after careful consideration of all the facts, including mitigating and aggravating circumstances, the following sanction has been decided:

Sanction:

GUILTY

☐

NOT GUILTY

☐

Mitigating Circumstances:

Aggravating Circumstances:

Rationale for Sanction:

Right of Appeal:

You have the right to appeal this sanction. Any appeal must be submitted in writing to _____ within **7 days** from the date of this letter. Please state the grounds for your appeal clearly.

**Right of Referral:**

Should you wish to challenge this decision, you have the right to refer the matter to the Commission for Conciliation, Mediation and Arbitration (CCMA) or the relevant Bargaining Council's dispute resolution centre. You must do this within **30 days** from the date of this letter or from the date of the outcome of any internal appeal process.

Further Information:

For further information on the appeal or referral process, please contact _____ at _____.

Acknowledgement of Receipt:

- **Employee's Acknowledgment:** I acknowledge receipt of this outcome and understand the contents therein.

Signature: _____

Date: _____

- **In case of Refusal to Acknowledge:**

If the employee refuses to acknowledge receipt, the following witness will confirm that the outcome was received:

Witness's Name: _____

Witness's Signature: _____

Date: _____

This template provides a comprehensive approach to communicating the disciplinary sanction, ensuring that the employee understands the considerations behind the decision, their rights to appeal, and the mechanisms for external dispute resolution.