

DISCIPLINARY OUTCOME: VERDICT

Employee Name

ID/ Passport

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Department

Date

Dear _____

Following the disciplinary enquiry held on _____, we have reached the following conclusions regarding the allegations of misconduct:

Summary of Findings:

Verdict:

Charge 1

Charge 2

Charge 3

These findings are based on the evidence presented and the testimonies given during the enquiry.

Chairperson's Notes:

Attached to this letter are the detailed notes of the Chairperson, which provide the reasons for the verdict reached at the enquiry. These notes outline the considerations, evidence reviewed, and rationale behind each finding.

Sanction:

Please note that this letter does not include the sanction or disciplinary action that might follow these findings. You will be informed of the sanction in a separate communication after due consideration of the circumstances.

Should you have any questions about these findings or require clarification, please do not hesitate to 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 is designed to be comprehensive yet concise, to inform the employee of their rights, and to adhere to the procedural fairness required by South African labour practices. This template should be adjusted based on the specifics of each case and legal advice is recommended