

NOTICE OF DISMISSAL

Employee Name

ID/ Passport

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Department

Date

Dear _____

After careful consideration and following the due process of [Disciplinary/Medical Incapacity/Poor Work Performance] enquiry held on _____, it has been determined that your employment with _____ must be terminated.

Reason for Dismissal:

- _____

Details of the Process:

- An enquiry was conducted on _____, where all evidence was reviewed, and you were given the opportunity to present your case or defence.
- The findings of the enquiry concluded that

Notice Period or Payment in Lieu (If Applicable):

- You will serve a notice period of _____ Weeks from the date of this letter, ending on _____.
- [Or]: In lieu of notice, you will receive payment equivalent to _____ [Number of Weeks] of your current salary.

Final Settlements:



- All payments due to you, including any accrued but unused leave, will be processed in accordance with legal requirements.
- You will receive details of your final salary, benefits, and any deductions in a separate statement.

Return of Company Property:

- Please ensure all company property, including but not limited to keys, badges, electronic devices, and any confidential documents, are returned by _____.

Confidentiality and Post-Employment Obligations:

- Please remember your obligations regarding confidentiality and any restrictive covenants as per your employment contract.

Right to Appeal:

- You have the right to appeal this decision of dismissal. An appeal must be submitted in writing to _____ within **7 days** from the date of this letter, clearly stating the grounds for your appeal.

Right of Referral:

- You also have the right to refer this 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.

We appreciate your contributions during your tenure with _____, and we wish you the best in your future endeavours.

Acknowledgement of Receipt:

- **Employee's Acknowledgment:** I acknowledge receipt of this notice 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 notice was received:

Witness's Name: _____

Witness's Signature: _____

Date: _____

This template provides a clear, legally informed notice of dismissal, ensuring all procedural aspects are covered, including the employee's rights to appeal and refer the matter to external bodies.