

ANNEXURE 6

Date: _____

Dear Sir/Madam

DISMISSAL

1. This letter serves to confirm that during the disciplinary hearing held on _____, you were found guilty of _____, which constitutes an offence in terms of the Disciplinary Code.
2. After all the relevant facts as well as aggravating and mitigating circumstances were considered, it has been decided to terminate your services.
3. Your last working day shall be _____.
4. Should you not be satisfied with this decision you may approach the Commission for Conciliation, Mediation and Arbitration.

Yours faithfully

Employee Relations Manager