

Dismissal Letter

To: _____ Employee No: _____

Your services with the company are terminated with immediate effect as a result of being found guilty of the following charges at a disciplinary hearing:

You shall be paid outstanding remuneration due subject to the return of all company property. Any outstanding loans owed by you to the company shall be set off against your final pay.

For the company: _____

The contents of this document have been explained to me.

Former employee: _____

Witness: _____