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| **INSERT YOUR LOGO HERE** |

**NOTICE OF DISMISSAL**

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| --- | --- |
| Date: |  |
| Employee name: |  |

As a result of a disciplinary hearing held on……………….. (insert date), you are hereby informed that you have been dismissed from the employ of this company.

Your dismissal will be with/without pay (delete the inappropriate words).

You are required to leave the company’s premises by no later than……………….. (time) on……………….. (date).

You are further notified that should you be in possession of any company property, such property should be returned to your manager before you vacate these premises.

Company property which is required to be returned:

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|  |

Issued by: ………………………………………

Signature: ………………………………………

Date: ……………………………………………

Should the employee refuse to sign the witness must sign attesting to the fact that the notice was properly issued and explained.

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| **INSERT YOUR LOGO HERE** |

**NOTICE OF FINAL WRITTEN WARNING**

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| --- | --- |
| Date: |  |
| Employee name: |  |

As a result of a disciplinary hearing held on ……………….. (insert date), you are hereby informed that you are issued a final written warning due to (give a short synopsis of the finding of the chairperson of the disciplinary enquiry):

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This final warning takes immediate effect.

Should a similar offence, or any other serious offences be committed by yourself, you will render yourself liable for dismissal.

…………………………………….

Signed: Employer

This final warning has been read to me in my own language. I am aware of the contents of this notification and acknowledge receipt of a copy thereof.

……………………………………. …………………………………….

Signed: Employee Witness

……………………………….

Date

(Employee refused to sign yes/no)

Should the employee refuse to sign the witness must sign attesting to the fact that the notice was properly issued and explained.

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| **INSERT YOUR LOGO HERE** |

**NOTICE OF SUSPENSION**

|  |  |
| --- | --- |
| Date: |  |
| Employee name: |  |

Please be advised that you are hereby suspended with immediate effect from your job pending a disciplinary investigation conducted by the company. Your suspension will be on full pay.

You are not required to render any services until further notice, but you are required to be available to be contacted as the need may arise. Please ensure that you keep your superior informed of your current contact details.

……………………………………… ………………………………………

Issued by Signature

………………………………………

Date

……………………………………… ………………………………………

Received by Signature of employee

………………………………………

Date

Please note that by signing this notice you are not admitting guilt but merely acknowledging that you have received this notice.

………………………………………

Witness

Should the employee refuse to sign the witness must sign attesting to the fact that the notice was properly issued and explained.

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| **INSERT YOUR LOGO HERE** |

**NOTICE OF VERBAL WARNING**

|  |  |
| --- | --- |
| Date: |  |
| Employee name: |  |

Act of misconduct committed on (date): ………………………………

You are hereby issued with a verbal warning due to:

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I have warned the employee that he/she committed an act of misconduct. I informed him/her that this warning will be recorded and should a similar offence, or any other serious offences be committed by him/her, he/she will render him/herself liable for dismissal.

……………………………………...

Signed: Employer

This written warning has been read to me in my own language. I am aware of the contents of this notification and acknowledge receipt of a copy thereof.

……………………………………... ……………………………………...

Signed: Employee Witness

……………………………………...

Date

(Employee refused to sign yes/no)

Should the employee refuse to sign the witness must sign attesting to the fact that the notice was properly issued and explained.

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| **INSERT YOUR LOGO HERE** |

**NOTICE OF WRITTEN WARNING**

|  |  |
| --- | --- |
| Date: |  |
| Employee name: |  |

You are hereby informed that you are issued a written warning due to:

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This warning takes immediate effect. Should a similar offence or any other serious offences be committed by yourself, you will render yourself liable for dismissal.

……………………………………..

Signed: Employer

This written warning has been read to me in my own language. I am aware of the contents of this notification and acknowledge receipt of a copy thereof.

…………………………………….. ……………………………………..

Signed: Employee Witness

……………………………………..

Date

(Employee refused to sign yes/no)

Should the employee refuse to sign the witness must sign attesting to the fact that the notice was properly issued and explained.

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| **INSERT YOUR LOGO HERE** |

**NOTICE TO ATTEND A DISCIPLINARY HEARING**

|  |  |
| --- | --- |
| Date: |  |
| Employee name: |  |

Kindly take note that a hearing will be held to investigate the alleged offence/s as detailed below:

Nature of complaint:

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| --- |
|  |
|  |
|  |
|  |

Complainant: …………………………………………..

|  |  |
| --- | --- |
| The hearing will be held on: | |
| Date: |  |
| Place: |  |
| Time: |  |

I confirm that I have been advised of the following:

I am entitled to be assisted at the disciplinary hearing by a fellow employee only. No outside representation will be allowed.

I am entitled to have an interpreter, if requested.

I am entitled to have the opportunity to confer with my representative at reasonable times before, during and after the enquiry.

I am entitled personally, or through my representative, to question the complainant and witnesses during the enquiry.

I am entitled to furnish evidence and to argue on the question of whether the misconduct occurred.

I am entitled to furnish evidence and to argue in mitigation of disciplinary action.

I have been advised that should I refuse/fail to attend the enquiry, the hearing may be held in my absence.

I have been advised that I am entitled to lodge an appeal against the decision of the disciplinary hearing within three working days of the decision. The appeal must be lodged with the chairperson of the disciplinary hearing and must motivate fully the grounds of such appeal and whether such appeal is in respect of the decision and/or sentence of the disciplinary enquiry. Any appeal will be heard as soon as possible of such notice being given.

………………………………….. …………………………………..

Signature of witness Signature of employee

(Employee refused to sign yes/no)

Date: …………………………………..

Should the employee refuse to sign, the witness must sign attesting to the fact that the notice was properly issued and explained.

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| **INSERT YOUR LOGO HERE** |

**NOTICE TO ATTEND A POOR WORK PERFORMANCE HEARING**

|  |  |
| --- | --- |
| Employee name: |  |
| Employee number: |  |

Please be advised that you are required to attend an investigation into your work performance in your current job functions, due to the following:

(Describe the alleged poor work performance.)

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| --- | --- |
| Date of investigation: |  |
| Venue for investigation: |  |
| Time: |  |
| The investigation will be chaired by: |  |

You are encouraged to prepare yourself for this meeting. At this meeting, your work performance, your ability to perform your duties in the position for which you are employed, your suitability for continued employment as well as possible alternatives to dismissal will be discussed.

You are entitled to:

1. be represented by a fellow employee or a shop steward – no outside representation will be permitted.

2. submit evidence which you may deem material to the investigation

3. an interpreter, if you require one

4. access to documentation which is relevant to this matter

……………………………………… ………………………………………

Issued by Date

……………………………………… ………………………………………

Received by Date

Should the employee refuse to sign acceptance of this notice, the witness must sign attesting to the fact that the notice was properly issued and explained.

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| **INSERT YOUR LOGO HERE** |

**NOTICE TO ATTEND A DISCIPLINARY HEARING:**

**ABSENCE WITHOUT LEAVE**

Dear ………………………………………..

ABSENCE WITHOUT LEAVE

We refer to the above matter and your absence from work on the……………….., until the……………….., where you have made no attempt to contact your employer.

Kindly note that your aforesaid actions are without permission and constitute desertion.

In the circumstances, you are hereby instructed to report to the company by no later than the……………….. at……………….., in order for the company to investigate your actions. The investigation will be conducted by means of a disciplinary enquiry.

During the disciplinary enquiry you will be entitled to the following rights:

* You are entitled to be assisted at the disciplinary enquiry by a fellow employee only. No outside representation will be allowed.
* You are entitled to have an interpreter, if requested.
* You are entitled to have the opportunity to confer with my representative at reasonable times before, during and after the enquiry.
* You are entitled personally, or through my representative, to question the complainant and witnesses during the enquiry.
* You are entitled to furnish evidence and to argue the question of whether the misconduct occurred.
* You are entitled to furnish evidence and to argue in mitigation of disciplinary action.
* You are hereby advised that should you refuse/fail to attend the enquiry, the enquiry will be held in your absence.

You are advised that you are entitled to lodge an appeal against the decision of the disciplinary enquiry within 3 (three) working days of the decision. The appeal must be lodged with the chairperson of the disciplinary enquiry and must motivate fully the grounds of such appeal and whether such appeal is in respect of the decision and/or sentence of the disciplinary enquiry.

Any appeal will be heard as soon as possible of such notice being given.

……………………………………. …………………………………….

Signature of employee Witness

(Employee refused to sign yes/no)

Date: ………………………………

……………………………………. …………………………………….

Management Date