

Employee: _____

Date: _____

Re: Notice of Termination of Fixed Term Contract

Dear Sir,

We hereby refer to the fixed term contract between yourself and _____ dated _____ and signed by yourself on _____.

We hereby also refer to clause _____ (Page _____) of the contract that stipulates the following terms of notice:

Termination of this contract of employment shall be in accordance with the Basic Conditions of Employment Act 75 of 1997, which indicates that the contract may be terminated by:

- Giving one week's notice of termination during the first six (6) months of employment.*
- Giving two weeks' notice of termination during the period from six (6) months to one year.*
- Giving four weeks' notice of termination after completion one year's continuous employment.*
- Notice of termination of employment must be in writing.*

Subsequently, we are hereby giving you notice of termination of your fixed term contract with _____.

Your last day of employment will therefore be _____.

We thank you for your contributions during your time spent with us and wish you good luck with all future ventures.

Best Regards

I, _____ (Employee Name), hereby declare that I have received the letter regarding the notice of termination of employment on _____ 20 ____.

(Signature)