



TEMPLATE – Formal letter of termination of employment on the grounds of Incapacity (Poor Performance)

Ref: Incapacity Termination

****date *** 20****

Ms/ Mr *****
C/o Sure Travel
Address

Dear *****

TERMINATION OF EMPLOYMENT

With reference to our previous discussions and consultations with you since the beginning of your probation period and specifically in our Incapacity meeting held with you on *****date*** and ****date****, regarding your performance and probation reviews, we hereby agree to terminate your employment on the grounds of incapacity (poor performance), through a "No Fault" process.

You have been offered assistance in the form of *****

list – **these are just examples:**

- ? Product training
- ? Induction training
- ? Systems training

**** and dates of the above training****

You have also been given guidance and coaching by your Manager, **** Name & surname****. In the light of your position, we have however, given you the required tools and assistance to understand the requirements of your job. We have also discussed time frames, which were agreed upon to give you the opportunity to improve your performance and 'settle into' the position and the company. You also have a copy of the job description, which outlines the standards.

Your last working day will be ****date****. **OPTION: The notice period of one / two weeks will be waived and you are free to leave today.**

This in no way compromises your rights to further consultation with us in light of these events. I will be available at all times to discuss queries and questions in this regard.

Annual leave not taken will be calculated to the end of your notice period and paid out accordingly. A letter which outlines and details all final payments and deductions is attached to this letter.

Yours sincerely

NAME & SURNAME

POSITION

For and on behalf of
Sure Travel (Pty) Ltd

I hereby acknowledge receipt and understand the contents of the above

.....
NAME & SURNAME OF EMPLOYEE

.....
SIGNATURE

.....
DATE



Ref: Incapacity Termination

****date ** 20****

Ms/ Mr *****
C/o Sure Travel
Address

Dear *****

TERMINATION OF EMPLOYMENT

With reference to our previous letter informing you of the circumstances regarding termination of your services on the grounds of Incapacity (poor performance), we hereby give you notice of termination effective on *******date 20****.

Your last working day will be **** date **** and you will receive gross payments of:

Notice Pay of one week / two weeks	R*****
Leave pay of ** days (annual leave not taken)	R*****
TOTAL	<u>R*****</u>

Please note that these amounts are subject to statutory deductions and are in full and final settlement of your services with Sure Travel.

Attached please find a Certificate of service. We **are / are not** prepared to supply you with a letter of reference, should you require one.

Yours sincerely

NAME & SURNAME
POSITION
For and on behalf of
Sure Travel (Pty) Ltd

I hereby acknowledge receipt and understand the contents of the above

.....
NAME & SURNAME OF EMPLOYEE	SIGNATURE	DATE