

EXAMPLE OF A RETRENCHMENT NOTICE LETTER
TYPE on YOUR COMPANY Letterhead/Logo

Date: _____

NAME of EMPLOYEE

NOTIFICATION OF TERMINATION OF SERVICES

As per the consultative meeting held on _____ a decision has been made, as per the stipulated and notified criteria, that:

NAME &
SURNAME: _____

POSITION in Salon _____

has been selected by the prescribed criteria and retrenchment procedures.

The following monies will be paid to you:

- Severance Package: R _____
- Years of Service: _____
- Number of Days per completed years service: _____
- Normal Salary: R _____
- Leave Pay Due: R _____
- Notice Pay: R _____

The date of retrenchment will be: _____

It is expected of all affected employees to perform their normal duties according to their respective job descriptions and to maintain the necessary discipline.

Yours faithfully

EMPLOYER (Name)