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*Head Office*: Unit 37, Scientia Technopark. 2 Meiring Naude Road. Pretoria 0001. Tel. 012 865 0690

*West Rand Regional Office*: 262 Voortrekker Road. Monument. Krugersdorp 1754

*KZN Regional Office*: 12 Ennisdale Road. Broadway. Durban North 4001

www.southernhealthfoundation.org

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**PRIVATE AND CONFIDENTIAL**

Date: 06 April 2023

Keletso Masechaba

**RE: TERMINATION OF THE CONTRACT**

Dear Keletso Masechaba

Re: Termination of Contract

This letter serves to notify you of the change of focus on the ADAPT Project. As a result of this change in focus, your employment with Southern Health Foundation in the capacity of Data Capturer Driver will terminate on the 28th April 2023.

You are required to return any of the company’s material, documents, or equipment to which you had access to during the period of your contract. The payment of the notice period salary shall be made on the 25th April 2023. You will be compensated for unused leave. The last day of work shall be the 28th April 2023.

Should you have any queries, don’t hesitate to contact Stanley Maake at [hr@southernhealthfoundation.org](mailto:hr@southernhealthfoundation.org).

We would like to thank you for the contribution you have made during your time at SHF.

Kindly sign below to indicate receipt of this notice.

Best Regards

Yours sincerely,

Text

Description automatically generated with medium confidence

**ANGELA MAKE**

**PROGRAM DIRECTOR – SOUTHERN HEALTH FOUNDATION**

***Employee acknowledgement of receipt of the notice.***

Employee Name: Keletso Masechaba

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_