

P.O. Box

Phone:

Email:

DATE: ||

**To:**

P.O Box: ,

**RE: NOTICE OF TERMINATION OF EMPLOYMENT**

Dear ,

Pursuant to the terms and conditions of the employment contract between you and signed on , and in accordance with the Employment and Labour Relations Act, 2004, we hereby inform you that your employment shall be terminated effective from .

The reasons for the termination of your employment are as follows:

Considering the duration of your employment, you are entitled to a notice period of days, which shall commence from the date of this letter. If you do not serve this notice period, an amount equivalent to the respective salary period shall be deducted or paid in accordance with the applicable procedures.

Your entitlements payable upon termination of employment include:

- Outstanding salary arrears (if any)
- Annual leave (if not taken)
- Any other allowances or benefits due for payment
- Service certificate

We thank you for your contribution during your period of service with this institution and wish you success in your future endeavors.

For further clarification or final exit procedures, please contact the Human Resources Department.

Yours sincerely,

Name of Employer / Representative:

Position:

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Signature

Date: