

Notice of Dismissal

Employee Name: Employee No:

Contract Site:

As a result of a disciplinary hearing held on..... (insert date), you are hereby informed that you have been dismissed from the employ of this company.

You are required to leave the company's premises with immediate effect.

You are further notified that should you be in possession of any company property including staff uniform, such property should be returned to the Company before you vacate these premises.

Company property which is required to be returned:

.....
.....
.....

Employee Name: Employee Signature:

Date:

Issued by: Signature:

Witness Name: Witness Signature:

Date: