



Name:

Offence:

Reason for Dismissal:
.....
.....

This dismissal is effective immediately and your services will terminate on:(Date).....

Because of the seriousness of the offence your services are being terminated without notice and you are required to leave the premises immediately. No payment will be made for the notice period.

Signed:(Employer)..... Date:

I acknowledge receipt of this notice of dismissal.

Signed:(Employee)..... Date: