

PRIVATE & CONFIDENTIAL

Date

Employee Name
Staff No.

Dear Employee

Re: Performance Improvement Plan - Dismissal

We refer to the above and to the outcome of the Performance Improvement Plan.

Despite numerous reminder and efforts by the company to assist you to improve your performance, your work performance has not improved. Your performance has been documented and well explained to you. Additionally, the performance improvement plan (PIP) you were participating in put forth specific goals and targets that you agreed to meet by the due date. We have assisted and supported you to reach your performance targets. Unfortunately, you have not improved your performance to a consistent acceptable standard as required.

The Company hereby dismiss you from employment with immediate effective. You shall be paid up to and until 28 July 2020 and shall be credited into your bank account less statutory deductions. You are hereby required to clear all administrative processes.

We wish to you thank you for your past services in the Company. We would also like wish you all the very best in your future undertakings.

Yours Sincerely,

XXX
XXX**EMPLOYEE ACKNOWLEDGEMENT**

I accept and understand all the above.

Signature :

Name :

Date :