

NOTICE OF POSSIBLE RETRENCHMENTS

"[INSERT DATE]"

ATTENTION: MANAGEMENT / STAFF

RE: NOTICE OF POSSIBLE RETRENCHMENTS

Dear ,

SAMPLE

"[Insert Company Name]" is in the unfortunate position of having to review possible staff retrenchments due to operational, economic and structural needs of the company.

We request that you discuss with us in person to discuss the possible retrenchments and review measures to avoid taking such steps.

PAGE

The meeting will be held at: "[Insert Address of Venue]" at
"[Insert Time of Meeting]" on the "[Insert Date of Meeting]"

Signed on "[Insert Date]" at "[Insert Place]"

VIEW

"[Insert Signatory's Name]"

Authorised Signatory