

APPROVAL OF RETRENCHMENT OF EMPLOYEES

THE.....

(insert name of employment board/employment council/works council granting approval)

Hereby grants approval to:

.....

(insert name and address of employer to whom approval is granted)

to retrench the employees whose names are listed in Annexure 1 to this form on

.....

(insert date on which retrenchment is to take effect)

subject to the terms and conditions which are listed in Annexure 2.

.....

Secretary

.....

Chairman

NOTES:

1. The name of every employee whose retrenchment is approved must be listed on a separate sheet of paper which should be marked "Annexure 1" and attached to this notice of approval.
2. Any terms and conditions subject to which the employees concerned may be retrenched must be listed on a separated sheet of paper which should be marked "Annexure 2" and attached to this notice of approval.
3. This notice of approval should be signed by the chairman and secretary of the employment council or works council which grants approval.
4. This notice of approval must be sent to the employer and the employees concerned, and a copy of it, together with a copy of each annexure, must be sent to the retrenchment board.