

To: Employee  
c/o Place of incarceration

To Employee home address (registered mail)

And to Trade Union / Closest Relative  
Address Per facsimile

And to Shop Stewards

Dear Sir

It has been brought to our attention that you have been incarcerated at \_\_\_\_\_ prison [with or without the possibility of bail; imprisonment with/without option of a fine] with effect from \_\_\_\_\_ .

As such, and arising from your failure to tender your services due to your incarceration, you are in breach of your contract of employment. Prior to taking any decision to terminate your contract of employment with the Company, you are afforded the opportunity to present in writing any factors which you believe the company should consider prior to taking any such decision.

A copy of this letter has been forwarded to your \_\_\_\_\_ [family member/shop steward and representative trade union] who may make representations in writing on your behalf.

In making such written representations, kindly respond to the following specific issues:-

- 1). A detailed explanation for your incarceration, including a description of the nature and an explanation for the criminal charges laid against you;
- 2) The reason(s) why you have been refused bail and/or the reason(s) why your bail was subsequently rescinded;
- 3) The trial set down date;
- 4) The maximum / likely duration of any imprisonment should you be found guilty of the criminal charges against you?
- 5) The contact details of the investigating officer, public prosecutor and criminal case number.

Kindly furnish this information in writing to the writer by no later than \_\_\_\_\_ 2013. A decision will be taken by the Company regarding your continued employment by no later than \_\_\_\_\_ 2013.

Yours faithfully,