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Example content:

Consider the following points prior to the termination of any employee.

- Determine the basis for the termination. Is it redundancy/ resignation/ termination or notice / instant dismissal
- [REDACTED]
- [REDACTED]
- The termination procedure follows company policies and procedures.
- [REDACTED]
- The employee has been subjected to progressive discipline where warranted.
- [REDACTED]
- [REDACTED]
- Before recommending termination, [REDACTED] ?
- There are no implied, [REDACTED]
- The termination [REDACTED]
- Written notice of termination has been prepared.
- A plan [REDACTED]