Date

Name

Staff No

Department/Division

RHODES UNIVERSITY

Dear Name

**Notice of Suspension**

1. I refer to the suspension hearing held date and time, the purpose of which was, *inter alia:*
   1. To inform you of certain concerns of your conduct and concerns relating to your continued presence at the workplace pending the outcome of the decision on sanction, set out more fully in my letter to you of even date;
   2. The University’s recommendation to suspend you;
   3. To provide you with an opportunity to furnish reasons and inputs as to why you should not be suspended.
2. Having considered all the aforegoing, and in particular your representation as to why you should not be suspended, I have made a decision to suspend you. Accordingly, you are hereby suspended, on full pay and benefits, with immediate effect until further notice.
3. The conditions of this suspension are as follows:
   1. You are prohibited from entering the premises of the University without the written consent of the writer or his/her nominee;
   2. You are prohibited from accessing any University facilities;
   3. Your are prohibited from making any public statements on the merits or otherwise of this matter;
   4. You are prohibited from interfering with any witnesses;
   5. You are required to be available to attend at work and report for any meetings required, if called upon to do so by the writer or his/her nominee. You are accordingly required to be contactable telephonically at all times during working hours.
4. We also hereby require that pending the outcome on the decision of sanction you immediately return any University property that is in your possession, including but not limited to:
   1. Access keys/cards to the premises of the University;
   2. All documents which came into your possession during the course and scope of your employment with the University and all copies thereof.
   3. All confidential information relating to the University and all copies thereof (whether in hard copy or held electronically); and
   4. Any other property belonging to the University.

Such property should be handed to NAME OF SUPERVISOR.

1. Should you seek to challenge this outcome, you may refer your case to the CCMA within 30 days from date of receipt of this letter.
2. Kindly acknowledge receipt on the duplicate original hereof.

Yours sincerely

Name

Designation

I, the undersigned, Name: ……………………………………………………………………………, do hereby

acknowledge receipt of this letter of this ………………………day of ……………………………………..201……

Signature of staff member: …………………………………………………………………..