

COURSE CONTENT

EFFECTIVE WRITING SKILLS FOR HUMAN RESOURCE PRACTITIONERS

- Letter of Appointment
- Contract of service
- Contract for service
- Essential terms & conditions of Employment
- Fixed Term Contract
- Transfer Letter

- Promotion Letter
- Breach of Contract
- S.15(2)
- Other breaches
- Show Cause letter
- Notice of Inquiry

- Dismissal Letter
- Other Punishment Letter
- Warning
- Downgrading
- Suspension without pay

- VSS Letter
- Retrenchment Letter
- Medical Termination Letter
- Retirement
- Response to Constructive Dismissal
- Certificate Presentation