



Chartered Institute of
Professional Certifications
1006 N Rexford Street
Beverly Hills, CA 90210

Date

Dear {Manager},

I would like to enroll in the South Africa Laws on Employment Termination, Dismissal and Retrenchment program to strengthen my expertise in navigating South Africa's intricate labour law framework governing workforce exits, and I would like to gain your approval to attend this program. By attending this program, it will provide me in-depth insights into key areas such as fair dismissal procedures, retrenchment obligations, constructive dismissal risks, and compliance with the Labour Relations Act (LRA), Basic Conditions of Employment Act (BCEA), and applicable case law precedents, ensuring our organization remains legally compliant while managing terminations with fairness and legal integrity.

Led by Aslam Moolla, a highly distinguished employment and labour law specialist, this program offers an in-depth understanding of key legal frameworks governing employee exits in South Africa, including the LRA, BCEA and relevant constitutional and case law principles. It will also equip me with essential strategies to manage dismissals, retrenchments, and employment terminations in a legally compliant, fair, and procedurally sound manner. Some of the key skills this program will bring include:

- Substantive and Procedural Fairness in Dismissals
- Retrenchment Procedures and Employer Obligations
- Managing Constructive Dismissal and Unfair Labour Practice Claims
- Labour Relations Act (LRA) and BCEA Compliance
- Employment Contract Termination Best Practices
- CCMA Dispute Resolution Process & Litigation Risk Management
- Workforce Restructuring, Consultation & Severance Planning

I believe these skillsets will prove to me invaluable to me and you can be assured that after attending this online program, I will be able to contribute even further to our organization's continued success by lawfully managing complex employment termination and retrenchment scenarios in alignment with South Africa's legal requirements and best practices. I strongly believe that the key skills I will gain from this program will also significantly enhance our compliance posture, organizational integrity, and stakeholder confidence.

I look forward to gaining your approval to attend this virtual training program.

Sincerely,
Your Name