

After the 'T.H.I.N.K' Process

If you feel these steps haven't helped you and unfortunately you feel you wish to terminate your contract, here are the steps you'll need to take.

Notice Periods :

It is respectfully requested that staff give management as much notice as possible of their intention to leave the company, the following minimum applies-

During probationary period and any extensions = two weeks

After completion of the probation period = 1 month

Notice to terminate your employment must be in writing and given to your manager.

On termination of employment, staff must return all company property promptly and outstanding payment will be retained pending the return of the relevant items.