(Insert date)

(Insert employee first and last name)

(Directorate)

**SUBJECT: Position Title:**

**Position Number:**

**Group and Level:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hello,

This is to inform you that your acting appointment to the above-noted position will cease on (insert premature end date) and you will resume the duties of your substantive position.

(Optional: I would like to take this opportunity to thank you for your contribution to the objectives of the Department and wish you success in all your future endeavours.)

Yours sincerely,

(Insert full name and title)