



**RK Corporate Consulting (Pty) Ltd**

Registration Number: 2025/117006/07

Address: 1221 Embankment Road  
Zwartkop x7  
Centurion  
0157

Phone: 060 134 8831

Email: [rozanne@rkcc.co.za](mailto:rozanne@rkcc.co.za) |  
[will@rkcc.co.za](mailto:will@rkcc.co.za)

---

DATE:

NAME OF EMPLOYEE:

**Notice to Attend a Consultation: Poor Work Performance**

Dear .....

You are invited to meet with management as per the details stated below.

The purpose of the meeting is to discuss the following aspects of your work performance:

- 1.
- 2.
- 3.
- 4.

We will also determine a way forward to address these performance concerns.

We are committed to giving assistance to you in this regard and see your performance improve.

You may bring a fellow employee to represent or assist you at the consultation.

**Details of the Consultation**

Venue:

Date:

Time:

**Management representative:**

Signed: \_\_\_\_\_

Title:

---

Chief Executive Officer: Rozanne van Heerden  
Chief Operations Officer: Wilhelm Kuhn



## RK Corporate Consulting (Pty) Ltd

Registration Number: 2025/117006/07

Address: 1221 Embankment Road  
Zwartkop x7  
Centurion  
0157

Phone: 060 134 8831

Email: [rozanne@rkcc.co.za](mailto:rozanne@rkcc.co.za) |  
[will@rkcc.co.za](mailto:will@rkcc.co.za)

---

**Kindly confirm that you have received this notice by signing below:**

I, the undersigned \_\_\_\_\_ **(employee's name and surname)**, acknowledge receipt of this notice.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date and time

\_\_\_\_\_  
Place

✉ Contact us at [rozanne@rkcc.co.za](mailto:rozanne@rkcc.co.za) or [will@rkcc.co.za](mailto:will@rkcc.co.za)

🌐 Visit: [www.rkcc.co.za](http://www.rkcc.co.za)

📘 Follow us on Facebook: <https://www.facebook.com/profile.php?id=61572572114476>

---

**Navigating Compliance with Confidence**

---

Chief Executive Officer: Rozanne van Heerden  
Chief Operations Officer: Wilhelm Kuhn