

**INVITATION LETTER TO PARTICIPATE IN THE SURVEY**

Dear Sir / Madam

I am currently doing a Masters in Business Administration (MBA) in the School of Business Leadership at University of South Africa (UNISA). As part of the requirements in obtaining the MBA postgraduate degree, I am expected to do an in-depth study Research Project. Your details were obtained from your previous employer (i.e. Gauteng Department of Finance (GDF) and/or your former employees in order to attain the research objectives namely:

- (a) To explore and describe factors leading to high staff turnover;
- (b) To identify the impact of high staff turnover on service delivery; and
- (c) To recommend solutions.

You are therefore graciously invited to participate in the study and your participation is exclusively voluntary. As a participant you must be above 18 years old and be a former GDF employee. Your participation will contribute invaluably to the study and all forms of correspondence will be kept strictly confidential to the extent allowed by law. You have the right to not participate or withdraw from participation at any time without prejudice, penalty or loss of benefits to which you are otherwise entitled.

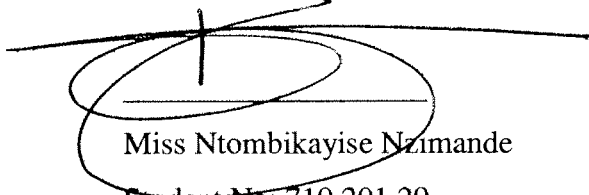
The results of the research study may be published, shared with you and your name will not be used entirely in any of the communications. Benevolently **sign** the consent form **attached** and send the signed copy to the researcher either by scan-to-email: [71920129@mylife.unisa.ac.za](mailto:71920129@mylife.unisa.ac.za) or fax (086) 658 3819 on or before 13 March 2012.

In case you have any questions about this study or you feel that you will be placed at risk, you can contact the supervisor Rosemary Sibanda at [rosemary.sibanda@gmail.com](mailto:rosemary.sibanda@gmail.com) or (076) 787 8627.

INVITATION TO PARTICIPATE SURVEY & CONSENT FORM | 2

Thank you in advance for your consideration.

Sincerely Yours,

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Miss Ntombikayise Nzimande

Student No: 719 201 29

Date: 07 March 2012

**CONSENT FORM**

**TOPIC**

HIGH STAFF TURNOVER: A STUDY FOR THE GAUTENG DEPARTMENT OF FINANCE (GDF)

Participant Name: \_\_\_\_\_

Participant Surname: \_\_\_\_\_

1	I agree to participate in this research	
2	This agreement is of my own free will	
3	I have had the opportunity to ask any questions about the study	
4	I know that I may withdraw from the study at any time without giving a reason and without any effect	
5	I have been given full information regarding the objectives of the research and have been given full researcher`s names and supervisor`s details if I require further clarity	
6	All information provided by myself (either public or private) will remain confidential and no information that identifies me will be made public	

Signed: \_\_\_\_\_  
(By Participant)

Date: \_\_\_\_\_

Name & Surname Participant: \_\_\_\_\_  
(Please PRINT)