

Date- _____

To,
Shri

Sub: Termination of Employment

Dear Sir,

You have been working with us a Worker. The Management has decided to terminate services of workers w.e.f. The reasons for termination are mentioned in detail in the letter addressed to the Government of and Annexure thereof. We are enclosing copy of the said letter and Annexure along with this letter. The said letter and its Annexure are part and parcel of this order.

For the reasons stated in the Annexure annexed to the letter written to the Government of, the Management has decided to retrench a few workers. You are one of them. Your services are no longer required, and therefore, you are being terminated from your services. You will be paid one month's notice pay in lieu of notice. You will be entitled to retrenchment compensation at the rate of 15 days' salary per completed year of service. The said amount along with the other legal dues is offered by way of Demand Draft along with this Order.

You are requested to contact the Accounts Department / Office for completion formalities of Provident Funds etc. immediately.

Thanking you,

Yours faithfully,

For & on behalf of

DRAFT

Secretary
Government of _____,
(Address)

Sir

Sub: Retrenchment of worker.

Under Industrial Disputes Act 1947, we hereby inform you that we have decided to retrench workmen with effect from for the reasons explained in the Annexure, enclosed herewith. The workmen concerned were given one month's notice as required under the Act.

The total number of workers employed under Industrial Establishment is and total number of those who will be affected by the retrenchment is given below:

We hereby declare that the workmen concerned have been paid compensation due to them under section 25 (f) of the Act.

Thanking you,

Yours faithfully,

c. c. to :

- 1.
- 2.
- 3.

Particulars of Compensation.

1. Compensation.

Date of Joining

Date of termination of
Employment on account of
Retrenchment

Total years of service year months

Compensation @ 15 days' wages per year of service.

..... year months= years x 15= days

Compensation = Basic + D. A. + Allowances = xdays

2. Notice Pay

3. Leave etc.

Particulars of Legal Dues

1. Gratuity :

Date of Joining

Date of termination of
Employment on account of
Retrenchment

Total years of service year months

Gratuity @ 15 days' wages per year of service.

..... year months
= years x 15=..... days

Compensation = $\frac{\text{Basic} + \text{D. A.}}{26}$ xdays Rs.....

2. Leave Encashment..... Days x Rs. Rs.....

3. Salary For the month of ____ and ____ Rs.....

4. Any other legal payments Rs.....

5. Payment of additional amount as and by way of
abundant precaution. Rs.....

Total Rs. _____

P.S. : Your total emoluments such as Basic, D.A. and Allowances are Rs. However, as a abundant precaution for the sake of payment of Retrenchment Compensation, an amount of Rs. ____/- is added in total wages.

DRAFT

RETRENCHMENT

FORM XXIV

(RULE 80)

Name of employer :

Address :

Ph. No.....

Dated : day of 200

To,

The Secretary,
Government of _____
(Address)

Sir,

In accordance with the provisions contained in clause (c) of section 25 F of the Industrial Disputes Act, 1947 (14 of 1947), we hereby inform you, that we have retrenched workmen with effect from for the reasons explained in Annexure.

2. The workmen concerned have been given one month's pay in lieu of notice, as required under clause (a) of Section 25F of the Act.

3. The total number of workmen employed in the section or department of the undertaking and also that of those who will be affected by retrenchment is given below :

No.	Class and Designation of workmen	Number of Employees in	
		Employed	Retrenched

Yours faithfully,

For on behalf of

.....

(Authorised Signatory)

Copy to :

1. Commissioner of Labour,
(Address)

2.

3.

4.

5.

6.

7.

DRAFT

ANNEXURE

1. is a Company registered under Companies Act. The Company is engaged in manufacturing of at The Company is employing around employees.

2. (Mention the reasons which forced the Company for retrenchment)

3. In such critical situation, it is difficult to carry on the operations. The Company has incurred cash loss of Rs..... in the year The cash loss as on date for the current financial year is approximately Rs..... . In such a situation, the Company is forced to take step of Retrenchment.

4. In the present circumstances, it is necessary for the Company to keep the expenses under control. The Company has therefore, decided to retrench workers whose names are mentioned below. The workmen shall be paid Retrenchment Compensation as provided under Section 25 F of Industrial Disputes Act, 1947 by Demand Draft. All the concerned workmen will be paid one month's notice pay in lieu of notice. The Seniority List was displayed on notice board on and no objections were received. All other necessary legal compliance also will be made.

(Mention details of workers to be retrenched)

.....

Managing Director

REGD. A.D / UPC

Ref :

Date :

To,

Shri

Address

.....

Sub : Termination of Employment due to Retrenchment.

Dear Sir,

You are working with us as a worker in Department. As you are aware, the financial condition of the Company is bad and Company is finding it extremely difficult to run the factory. During the last two years, the factory was closed on days in the year and days in the year

In such circumstances, the Management has decided to retrench workers today i.e. for the reasons stated in Annexure. You are one of the worker whose services will be terminated for the reasons mentioned in the Annexure. Your services are terminated by this Order for the reasons mentioned in the Annexure. The Annexure forms part of this Order. Since your services are terminated, the Management has decided to pay Retrenchment Compensation of 15 days wages per year of service as per Section 25 F of Industrial Disputes Act, 1947. You will also be paid one month's notice pay in lieu of notice.

We are enclosing Demand Draft of Rs. towards Notice pay and Retrenchment Compensation drawn on bank. You are requested to contact Accounts Department for a collection of legal dues. Legal dues will be paid on completion of clearance formalities.

Thanking you,

Yours faithfully,

.....

Managing Director

Encl : 1. Annexure

2. Demand Draft No. dated drawn on
Bank

DRAFT

SENIORITY LIST

AS PER RULE 80 OF INDUSTRIAL DISPUTES (BOMBAY) RULES 1957

Sr. No.	Name	Token No.	Department	Date of Joining	Date of entry in the present Grade	Remarks

DRAFT