

Commercial Contract

NOTICE OF TERMINATION OF WORKMAN'S EMPLOYMENT BY EMPLOYER



Small and Medium Enterprises Development Authority

Ministry of Industries & Production

Government of Pakistan

www.smeda.org.pk

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From
(Insert name and designation)
(Insert name of company / firm)
(Insert name of the city)

To,
(Name and address of the Applicant),

Sub: Termination Of Employment As Permanent Workman in M/s (insert name of company / firm)

Dear Mr. / Ms _____,

This is to inform you that you were employed on (insert date) as a Permanent Workman of **M/s (insert the name of company / firm)**. As per the management decision, your services are no more required to the company / firm due the following reasons:

1. _____
2. _____
3. _____

Therefore, you are hereby served with this one month notice effective from (insert date). You are required to collect your remaining salary and other emoluments due to you, if any w.e.f. (insert the date)

We wish you luck in your future endeavors.

Signed

(Insert name and designation)