

Commercial Contract

ORDER 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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September 2009

**ORDER OF TERMINATION OF WORKMAN'S EMPLOYMENT BY
EMPLOYER**

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 Temporary / Probationer 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 Temporary / Probationer workman at **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 the order of termination of your services. 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)