**NOTICE OF RETRENCHMENT AS A GENERAL POLICY**

Ref No. [[Format of the Reference No.]]

Date: [[Date]]

To

[[Name]]

[[Name of father]]

[[Address]]

1. As a general policy, the management has decided to discharge some of the surplus workmen in view of the recession in trade and fall in business. You might be very well aware that despite our best efforts, the industry is running at a loss for about [[Time Period]] years and there seems to be no hope of its improvement. It has also been decided to discharge the workmen, who are amongst the junior most workmen as employed on [[Date]].
2. In view of the above, I hereby serve the notice on you that your services are terminated by way of retrenchment on the completion of one month from the receipt of this notice. It is left on your option to take your salary in lieu of notice for one month after the date of receipt of this notice.
3. In case you decide to accept the salary in lieu of notice, you are required to intimate your option to this office and to present yourself in the office during office hours on the day next to the day on which you get the intimation to get the salary, retrenchment compensation and other emoluments due to you. In case you decide in not opting for one month’s notice pay, you can receive all your legal dues including retrenchment compensation and encashment of leave, etc. on the last day of month from the accounts department on the last day of the expiry of one month’s notice. Necessary instructions have been given to the Accounts Department.

COMPETENT OFFICER

[[Name Email: Identity | Signature]]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*[[Name | Uppercase]]\*\*

[[Address]]

[[Contact]]