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

Date: [[Date]]

Registered A.D.

LEGAL NOTICE

To

[[Name of the Employee]]

[[Father’s name]]

[[Address]]

Dear Sirs or Madams:

Under instruction and on behalf of my client [[Name of Firm/ Company]] Registered Office at [[Registered office Address]] I do hereby serve you with the following notice as follows:

1. This is with reference to our Contract entered into [[date of the agreement]] bearing Registration Number [[Number]].
2. It has been found that you have constantly defaulted of the terms and conditions of the said contract [[Mention the breached conditions in detail]].
3. That even after repeated warnings you have not mend your ways to conform to the standards expected from you.
4. Thus it is hereby informed that your Contract has been revoked with immediate effect.

Yours Truly,

DEPONENT

[[Deponent Email: Identity | Signature]]

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

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

[[Address]]

[[Contact]]