

LEGAL NOTICE TO A COMPANY FOR NON-PAYMENT OF SALARY

Date: _____

To,

XYZ. Company Private Limited

Through its Managing Director

Mr. ABC

Sir,

SUB: NOTICE FOR NON-PAYMENT OF SALARY

Under instruction and on behalf of my client Ms. _____, aged _____, Resident of _____ do hereby serve you with the following notice:-

1. That my client was appointed by your offer letter dated _____ and the salary of my client was fixed at Rs. * * * * * per month with respect to your offer letter dated _____. But my client joined her duty on _____ with you.
2. That my client did her duty diligently, regularly and with utmost punctuality and sincerity, and with full devotion by doing manual job with her own hands in accordance with the well-settled provisions of the law. You issued the offer letter in the name of my client and got printed the visiting cards also in the name of my client along with the Identity Card.
3. That on _____ when my client went to attend her duty then your office abruptly refused to allow to my client to attend her duty and told that services of my client are no more required by your office and thus the services of my client have been terminated by you in a most illegal and unlawful manner without any reasonable rhyme and cause. At the time of termination of the services of my client, you did not pay the salary for the months _____ which comes to Rs. _____ to my said client.
4. That my client visited your office . from time to time and spent a huge amount of _____ on the charges of traveling but you refused to pay .
5. That you also did not pay amount of bonus and other service benefits which totally comes to _____



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I, therefore, call upon you through this Notice, to make the payment of the Rs. _____ to my client along with interest up to date, under intimation to me, within the period of 15 days, failing which my client has given clear instructions to me to file criminal as well as civil suit and Suit for Recovery in the competent court of law and in that event you will be fully responsible for all costs, risks, responsibilities, expenses and consequences thereof. Please note well.

A copy of this Notice is kept in my office for record and further necessary action and you are also advised to keep the copy safe as you would be asked to produce in the court.

Place : _____

Advocate _____

(Signature)



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