

To,

Date:

Complany name

Through its director

Mr. ....

Sir,

Under instruction and behalf of my client ....., who is Resident of ..... I do hereby serve you with the legal Notice:-

1. 1. That You the addressee, appointed my client on.....dated by providing an offer letter dated..... as .....and the salary of my client was fixed at Rs. 25000/- per month. And my client joined your office on .....
2. 2. That my client is a very hardworking employee and did her duty diligently, and with utmost punctuality and sincerity, she had built a good reputation in your esteemed organization. My client was fully devoted to her duty. You, the addressee, issued an offer letter(hard copy) in the name of my client and also got printed the visiting cards in my client name.
3. 3. That suddenly on .....when my client went to the office, then you the addressee, abruptly refused to allow my client to attend her duty and you, the addressee, without any hesitation told my client that she is no more required in the office. You, the addressee had terminated her without any reasonable reasons or in a totally illegal way. You, the addressee had not even fulfilled the conditions as per the employment contract. According to the Contract, you, the addressee, are supposed to give a month notice period before the termination of the services of my client.
4. 4. During termination of the services of my client, you the

addressee, did not pay the salary for the month of.....and as per the employment contract, one extra month salary also needs to be paid to my client.

5. 5. That my client visited your office from time to time for payment and even called you many times but You, the addressee refused to pay and also the amount of Rs. .... pending which my client spent while doing fieldwork for your company.
6. 6. That you the addressee, are unnecessarily harassing my client by not paying salary, and the same is a punishable offence. My client is totally disturbed by your behavior. You, the addressee, also did not provide my statutory client benefits i.e., Providential Fund. etc. You, the addressee, also did not pay amount of bonus and other service benefits, which totally comes to Rs. ..../-
7. I, therefore, call you through this Notice, to make the payment of the Rs. ..../- to my client along with interest, within the period of 15 days, failing which my client has given clear instructions to take appropriate legal action against you 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

Advocate Signature