

Compulsory Retirement

Date :

To,

Mr.....
.....

In reference to the charge-sheet dated..... issued to you and the enquiry held in pursuance thereto, you are hereby informed that the charges leveled against you have been fully proved in the enquiry. Therefore, in accordance with the rule..... you are hereby retired from the services with immediate effect/ with effect from and you will be deemed to have proceeded on leave preparatory to retirement with effect from, You are hereby informed to proceed on compulsory leave preparatory to retirement with immediate effect with effect from..... and on the expiry of which you will stand compulsory retired from the service of this Company. You can collect your dues and clear the accounts from the Accounts Department on the expiry of your leave or on any other working day, thereafter.

CHIEF MANAGER

C.C. To: The Accounts Department