

## Dismissal Order

Date:.....

To,  
Mr.....  
.....

This has reference to the charge-sheet dated..... given to you and the subsequent enquiry held by the Enquiry Officer on various dates. The Enquiry Officer has submitted enquiry report to the Management. On a very careful consideration of the enquiry proceedings and the various statement, exhibits, etc., we have come to the conclusion that the charges specified in the charge-sheet have been fully proved against you :-

After taking into account the gravity of the misconducts committed by you and your past record of service and on a very careful examination of the case as a whole, it has been decided to dismiss you from the Company's service with effect from .....Your salary for the month of..... your leave salary and gratuity, if any, and any other payments due to you, will be made by the Accounts Department if you have any property of the company then you have to surrender the same to the company and obtain NOC that no property of the company laying with you then only company will pay you dues. As regards your Provident Fund dues, you should approach the Regional Provident Fund Commissioner.....

CHIEF MANAGER