

Retirement of Superannuation

Ref.

Date :

To,

Mr. A.B.....

.....

Dear Sir,

Retirement

This is to advise you that are due to retire from the service of the Company effective from the evening of.....

The Accounts Department will give you details of your Gratuity and Provident Fund Account.

We should like to take this opportunity of thanking you for your long service to the Company and wishing you good health and happiness in your retirement.

Yours faithfully

For.....
MANAGING DIRECTOR