

Date:

The Trustees
The Indian Yeast Employees' Gratuity Fund
Kanchana, 7/1, Russel Street, (14th Floor)
Kolkata – 700 071

Date of Birth :
Date of Joining :
Date of Retirement / Resignation :

Dear Sir,

Request for Settlement of Gratuity

I have retired / resigned from the services of the company effective _____.

I would be grateful if you could kindly settle my Gratuity Fund and other dues at the earliest.

For your ready reference, I am furnishing below my present address & banker's details.

Name :

Present Address :

Contact No. :

Name & Address of the Bank :

S. B Account No :

Last Drawn Basic Salary :

Name of the Nominee / Age :

Thanking You

Yours faithfully,

(SIGNATURE)

(FORWARDED BY UNIT HEAD)