Ref. No……………. Dated \_\_\_\_, \_\_\_\_\_\_\_\_\_\_

REGD.A.D.

SUB.: LEGAL NOTICE

To,

XYZ Company Private Limited

Through its Managing Director

Mr. ABC

Sir/Madam,

Pursuant to the instructions from and on behalf of my client, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, resident of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I do hereby serve you with the following Legal Notice: –

That my client, \_\_\_\_\_\_, was appointed by your offer letter dated \_\_\_\_\_\_\_ and the salary of my client, \_\_\_\_\_\_, was fixed at Rs.\_\_\_\_\_\_ per month.

That the offer letter dated \_\_\_\_\_, stated the joining date as \_\_\_\_\_\_ which my client \_\_\_\_\_\_ duly followed.

That my client performed her duties diligently, regularly, and with utmost punctuality and sincerity, and with full devotion in accordance with the well-settled provisions of the law. You issued the offer letter in the name of my client and got printed the visiting cards also in the name of my client along with the Identity Card.

That on \_\_\_\_\_\_\_\_\_, when my client went to attend her duty, your office abruptly refused to allow her to attend her duty and informed her that her services were no longer required by your office. Thus, the services of my client were terminated by you in a most illegal and unlawful manner without any reasonable rhyme or cause. At the time of termination of the services of my client, you did not pay the salary for the month of \_\_\_ and \_\_ days salary for the month of \_\_\_\_\_\_\_\_\_ which comes to Rs. \_\_\_\_\_\_/- to my said client.

That my client visited your office from 9 a.m. to 4 p.m. from time to time and spent a huge amount of Rs. \_\_\_\_/- on the charges of traveling but you refused to reimburse her. Additionally, the amount of Rs. \_\_\_\_\_\_/- that my client spent while doing fieldwork for your company remains unpaid. On the \_\_th Month, year, you clearly refused to pay the salary amount of Rs. \_\_\_\_\_/- to my client along with traveling charges and the amount spent on fieldwork.

That you did not provide statutory benefits, i.e., Provident Fund, etc. You also did not pay the bonus and other service benefits, which totals Rs. \_\_\_\_\_/-.

I, therefore, call upon you through this Notice to reinstate my client and make the payment of Rs. \_\_\_\_\_\_/- to my client along with interest up to date, under intimation to me, within the period of 15 days, failing which my client has given clear instructions to me to file a criminal as well as a civil suit and Suit for Recovery in the competent court of law. 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 and further necessary action, and you are also advised to keep a copy safe as you would be asked to produce it in court.

\_\_\_\_\_\_\_\_\_\_\_\_

ADVOCATE