

LEGAL NOTICE TO EMPLOYER/EMPLOYEE

To

Mr./Ms. _____

_____ (address)

Dated:

Subject: Notice regarding breach of employment terms and demand for compliance/settlement of dues

Sir/Madam,

Under instructions from and on behalf of myself, Mr./Ms. _____, R/o _____, I do hereby serve you with the following legal notice:

1. That I was employed with your company, M/s _____, as _____ (designation) from _____ to _____.
2. That despite serving the organisation sincerely and fulfilling all assigned responsibilities, my salary / final settlement / dues amounting to ₹ _____ remain unpaid.
3. That I have made several written and verbal requests to your HR/Accounts Department on the dated _____, _____, and _____, but no action has been taken.
4. That such behaviour amounts to a violation of employment terms and is unjust under the law.
5. That I am therefore left with no option but to issue this notice before initiating legal proceedings for recovery of dues and damages.

Through this notice, I call upon you to make the full payment of ₹ _____ and issue my experience/relieving letter within 15 days of receiving this notice.

If you fail to comply, I shall proceed to approach the Labour Commissioner / competent authority for appropriate legal action, entirely at your cost and risk.

This notice is sent in good faith to provide a final opportunity for amicable resolution.

Yours sincerely,

(Signature)

Mr./Ms. _____

Address: _____

Contact No.: _____

Email: _____

Place: _____

Date: _____