

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 my client Mr./Ms. _____, R/o _____, I do hereby serve you with the following legal notice:

1. That my client was employed with your organisation, i.e., M/s _____, as _____ (designation) from _____ to _____.
2. That during the tenure of employment, my client performed duties diligently and with full dedication, yet you have failed to pay salary/full and final settlement/other dues amounting to ₹_____, despite repeated requests.
3. That my client has repeatedly contacted your HR/Accounts Department on dated _____, _____, and _____, but you have neither cleared the dues nor provided any written explanation.
4. That such conduct on your part amounts to a breach of employment terms and an unfair labour practice under applicable labour laws.
5. That my client reserves the right to claim not only the outstanding dues but also interest, compensation, and damages for mental distress caused due to your non-compliance.

Therefore, you are hereby called upon to make the payment of ₹_____ (along with applicable interest) and issue relevant experience/relieving letters within 15 days of receiving this notice.

Failing which, my client shall be constrained to approach the appropriate Labour Commissioner/Court for redressal, entirely at your risk, cost, and consequences.

A copy of this notice is retained in my office for record.

Yours faithfully,

(_____)

Advocate

Place: _____

Date: _____