**DRAFT OF LETTER**

**OF DISMISSAL**

 By Hand, Regd. A.d., U.P.C.

 To

Dated:…………

Shri………………

S/o……………………..

Designation…………………..

Address……………….

 With reference to the Charge Sheet No……………date………… issued to you on………….. The enquiry was held in your presence and after affording you fully opportunity to defend yourself; The Enquiry Officer found charges proved against you. The Enquiry report has already sent to you along with the show-cause notice served on you on…………….and we have received your reply dated…………

 After duly consideration of Enquiry report we found the Enquiry Report satisfactory and the charges leveled against you proved against you.

 The punishment for this misconduct is dismissal/discharge under the Standing Orders and the Rules of the Factory/Company.

 In view of the, the findings of the enquiry officer, Standing Orders and the Rules of the Factory/Company and serious nature of the misconduct committed by you. we have decided to dismiss you from services with immediate effect/with effect from………..

 For…………………………………

 (AUTHORISED SIGNATORY)

Dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_