**NOTICE TO TERMINATE A GUARANTEE**

**GIVEN TO A EMPLOYER**

Registered A/D

Date\_\_\_\_\_   
  
To

………………………………..  
The \_\_\_\_\_(Address)

TERMINATION OF GUARANTEE

Dear Madam/Sir,   
  
Under the instructions and for and behalf of my client,

(Name,

Address of Client)

I hereby serve upon you the following notice:   
  
That vide a guarantee dated \_\_\_\_ my client had endorsed to you the

faithfulness of Mr……………………………………..,

S/o…………………………………………………………….

R/o\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.,

as the Finance Controller of your Company at \_\_\_\_\_\_\_\_a

nd indemnified you for any loss or damage sustained by you by

reasons of misappropriation or any other wrongful act of Mr. \_\_\_\_

as Finance Controller of your Company, in the course of his employment up to Rs \_\_\_\_\_\_\_\_.  
  
Please take notice that my client now wishes to terminate and cancel the said guarantee Please note that from the date of this notice my client shall not be responsible and liable for any such loss or damage sustained by you owing to the conduct of said Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

as Finance Controller of your Company.   
  
Kindly take notice.   
  
Copy of this notice is retained in our records for further action if needed.   
  
Yours faithfully,

Advocate

Sd. ……………………..