

(ON LETTER HEAD OF COMPANY)

NOTICE ABOUT THE EMPLOYEE, WHO HAS CEASED TO BE IN EMPLOYMENT

Ref no.

Date

NOTICE is hereby given that Mr. resident of
..... is no longer in the employment of our company with effect from
..... He is not authorised to represent the company in any matters whatsoever.
Any person dealing with him shall do so at his own risk and responsibility.
For and on behalf of

Sd/-

Company name
