To,

This has reference to the charge sheet dated\_\_\_\_\_\_\_\_\_ issued to you & enquiry held thereafter. We have duly considered the report of the enquiry officer and are satisfied that the charges as leveled against you have been proved against you in the enquiry.

In view of the serious nature of misconduct committed by you & fully proved against you, it has been decided to dispense with your services. However, on compassionate grounds considering extenuating and aggravating circumstances, the management, instead of dismissing you from services has decided to impose lesser punishment of discharge on you with immediate effect from\_\_\_\_\_\_\_\_\_\_\_\_

Your final payment of dues including salary for 1 month in lieu of notice will be made to you in the office on or before\_\_\_\_\_\_\_\_\_\_\_\_ during office hours on any working day after you hand over the charge.

Manager/ Competent Authority
28th Month 20XX From India, Mumbai