

(Company Letterhead)

Date:

ATTACHMENT 7.3(A)

Name of Employee  
Designation  
Department

SAMPLE

Dear \_\_\_\_\_

**RE: LETTER OF REDUNDANCY (Employee Covered by the Employment Act)**

The current economic situation and the volatile nature of our business have compelled the management to review its organisational structure and manpower requirements. It is inevitable that the company has to reduce operating costs and enhance efficiency and productivity if it is to remain competitive.

In view of this, the management has reviewed the position of the various divisions in the company including your division and has decided that your division does not require an employee in your position.

You are, therefore, given **\*4 / 6 / 8 weeks' notice** of retrenchment expiring on DD/MM/YYYY. However, the management realizes that you may need time to make alternate arrangements for your future. Therefore, to enable you to make necessary arrangements, you would be released with effect from DD/MM/YYYY.

The company would pay you wages up to DD/MM/YYYY in fulfillment of its obligations relating to indemnity in lieu of notice. In addition, the company would pay you a retrenchment benefit based on **\*10 / 15 / 20 days' wages** for each year of service and payment for all unutilized annual leave. ***Further, the company would also pay you an ex-gratia payment of RM \_\_\_\_\_ as a small token of appreciation of your past contributions to the company.***

Details of the payment due to you and the payment itself would be furnished to you on the last day of your employment.

The management wishes to take this opportunity to record its sincere appreciation for all your past contributions to the company and wishes you all the best for the future.

Yours faithfully,

\_\_\_\_\_  
(Name of Signatory and Designation)

**\*Delete as appropriate**

(Company Letterhead)

Date:

ATTACHMENT 7.3(B)

Name of Employee

Designation

Department

SAMPLE

Dear \_\_\_\_\_

**RE: REDUNDANCY (Employee Not Covered by the Employment Act)**

The current economic situation and the volatile nature of our business have compelled the management to review its organisational structure and manpower requirements. It is inevitable that the company has to reduce operating costs and enhance efficiency and productivity if it is to remain competitive.

In view of this, the management has reviewed the position of the various divisions in the company including your division and has decided that your division does not require an employee in your position.

It is with great regret that we have to inform you that your position would no longer be required and you are hereby given \_\_\_\_\_ months' notice of termination commencing \_\_\_\_\_.

However, to enable you to utilise your leave eligibility and to make alternate arrangement for the future, the management would release you with effect from \_\_\_\_\_. Your monthly wages would be credited into your account as usual until the last day of your employment.

The management wishes to place on record its appreciation for all your contributions in the past and wishes you all the best for the future.

Yours faithfully,

\_\_\_\_\_  
(Name of Signatory and Designation)

(Company Letterhead)

ATTACHMENT 7.3 (C)

SAMPLE

Date:

Name of Employee

Designation

Department

Dear \_\_\_\_\_

**RE: LETTER OF LAY OFF**

We refer to your appointment under which you were paid wages of RM\_\_\_\_ / day.

We regret to inform you that due to the adverse business conditions, we would not be able to provide you with the minimum requirement of 12 days work in every continuous period of 4 weeks.

In view of this, you will be 'Laid Off' with effect from \_\_\_\_\_ and you will be paid the following up to your last date in employment:

a) Wages in Lieu of Notice RM\_\_\_\_\_

b) Termination Benefits  
\*(4 / 6 / 8 Weeks Wages / Years of Service) RM\_\_\_\_\_

Total: RM\_\_\_\_\_

The Management wishes you all the best in your future undertakings.

Yours faithfully,

\_\_\_\_\_  
(Name of Signatory and Designation)

\*Delete as appropriate