

CCS Insights: Retrenchment 47 – Issuing a Retrenchment Letter

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致：

事项：裁员

最近的[重组、经济衰退、收购等]，造成[公司名称]需要裁员[人数]。

在做出此决定后，我们很遗憾地通知您，由[裁员日期生效]起，您身为[职位名称]的职务正式被终止。

此项裁员应被视为是永久性的，同时也与个人绩效无关。很不幸的是，我们目前也没有其他适合您的职位作为替代。

您的服务将于... ([日期]) 终止，总额为 RM... ([金额]) 的解雇补助金将在当天连同未休年假替代金一起支付给您。

感谢您对公司的贡献。如果您还有其他的疑问，请与人力资源经理[联系人姓名]联系，因为我们希望在此困难时期，能够竭尽全力为您提供帮助。

祝您在未来的事业中取得成功。

此致

包卡料

[签名]

包卡料私人有限公司首席执行官



Dear...

RE: RETRENCHMENT

A recent [restructuring, economic downturn, buyout, etc.] requires that [company name] retrench [number] employees.

As a result of this decision, we regret to inform you that you are being retrenched from your position as [position name] effective [date retrenchment goes into effect].

This retrenchment should be considered permanent and is not related to individual performance. Unfortunately, we have no suitable alternative position for you.

Your service will be terminated as of ... (date). Termination benefits amounting to RM ... (amount) will be paid to you on that date together with payment in lieu of your outstanding annual leave.

Thank you for your contributions to the company. If you have any further questions, please get in contact with Human Resource Manager [contact name] as we wish to make every effort to help you during this difficult period.

Our best wishes for success in your future endeavours.

Yours sincerely

包六料

[Signature]

Chief Executive Officer of Bao Ka Liao Sdn Bhd

For further consultation, please contact:

Chin Chee Seng

Partner

+6012 365 4331

cschin@ccs-co.com

Jared Low

Assurance Manager

+6018 763 4813

jared@ccs-co.com

Wong Woei Teng

Audit Manager

+6017 237 8233

woeiteng@ccs-co.com

Vivian Lim

HR Manager

+6012 618 6220

vivian@ccs-co.com

Yap Huey Shan

Assistant Audit Manager

+6012 369 7222

hueyshan@ccs-co.com

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