(**Intimation Letter by P&G Staff / Accounts Staff / Engineering Staff / other Employees** )

Place:

Dt : 12-2-2014.

To,

The

Sir ,

Sub: Participating in Strike from 14.2.2014, 6AM onwards – Advance Intimation –Reg.

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As per the call given by the AP Power Employees Joint Action Committee ( AP PE JAC ), I am participating in Strike and my services will not be available from 14.2.2014, 6 AM onwards. It is hereby requested to make alternate arrangements and relieve me. If no alternate arrangements are made, I will be compelled to leave the work spot on 14.2.2014, 6 AM without further notice. Since I am giving advance intimation to you, I am not responsible for any operational loss or Equipment failure or any consequential damage whatsoever. As a responsible employee, this advance intimation is given for taking further necessary action .

I am also herewith forwarding similar intimation letters submitted by my staff for further necessary action.

Thanking You,

Yours Faithfully,

Name:

Designation