**ORDER**

№ \_\_\_\_\_                                                                                                     “\_\_\_”\_\_\_\_\_\_ 20\_\_

Re: amendments to the List of Staff Units

Aiming at improvement of organizational structure of (Company name), as well as ensuring of operational and managerial efficiency pursuant to Article 11 (ə) of the Labor Code

I HEREBY ORDER

1. To eliminate the following staff unit from the List of Staff Units of company

|  |  |  |
| --- | --- | --- |
| Structural unit | Staff unit(position, profession) | Number of eliminated staff units |
| Title | Code no |
| 1 | 2 | 3 | 4 |
| name of  Department  | 03 | unit name (e.g. manager) | 1 |

1. This Order shall come into force as of dd/mm/yy.
2. to offer to employee working at eliminated staff unit to cancel Employment Contract thereof provided his consent by paying him in accordance with Article 77 (4)3 of the Labor Code of the Republic of Azerbaijan two month salary as a lump-sum instead of two month advance notification period to be observed in case of staff reduction.
3. To instruct Chief accountant to undertake necessary measures arising out of this Order