

TERMINAL BENEFITS PAYMENT PLAN REPORT FORMAT.

Introduction

- Highlights about the organization/company.
- Formal presentation.

Background

- What the does organization do.
- The year the Organization started.

Aims of the organization

- Determine for terminal benefits.
- Promote and Protect workers.

Purpose of the plan

- Create awareness about terminal benefits.
- Help the Organization Comply with the law.

Payment Plan

Employees Affected.

Names	Occupation	Age	Sex	Period/Date of Termination	Terminal Package/Date of Payment	Names of the Unions representation

Commitment to Psychosocial Support.

- Counselling.
- Preparing the Employees.

Commitment the implementation Plan.

- Terminal Benefit report.

