

**Date: 27 January 2020**

To,  
**Mr. Shyam Modi,**  
**33, M.G. Road**  
**Nr. Post Office**  
**Pune, Maharashtra - 400325**

**Sub: Termination Letter**

Dear **Mr. Shyam Modi,**

This letter is to confirm our discussion on **27-01-2020** that your employment with Apex Pharmaceuticals Ltd ends on **31-01-2020**.

As discussed, the reason behind the termination is your poor performance. You are unable to observe your deadlines and till date you had never reported any specific reason(s) for such delays. Due to your poor performance, our clients suffer a lot and we get complaints regularly and ultimately it affects our business.

It is our regular practice to discuss everything in detail including work deadline; before assigning any task / project to any employee. If you had any issues with the deadlines of the assignments given to you, you should have discussed the same with us.

Even when the deadline was close, you had never prompted us with respect to any issue related to your deadline. If we had received any such communication from your end then we could have make necessary arrangements to help you complete the work in time. No communication on such severe issue shows a lack of commitment and poor work ethic on your part.

Even you were imparted two trainings in past two months to help you improve your performance and expected better results. But unfortunately, you failed to show any improvement in your performance. You were several times informed about your weak performance and asked to improve the same during our multiple meetings at H.O. But you failed to show any improvement in your work.

We are ready to pay you your final salary along with all settlement as per our appointment agreement. You are requested to return all the company property which is still lying in your custody. If you still have any questions regarding your termination or salary, please feel free to directly contact the HR Department.

We would like to thank you for your services to the company and wish you good luck for all your future endeavors.

Please feel free to let us know, if we can assist you during this transition.

For,  
**Apex Pharmaceuticals Ltd.**

**Mr. S.K. Venkatraman,**  
**The Deputy General Manager - Accounts**