

01 March 2020

To,  
**Mr. Shyam Modi**  
**33, M.G. Road**  
**Nr. Post Office**  
**Pune, Maharashtra-400325**  
**9876543210**

**Subject: Layoff Notice Letter**

Dear **Mr. Shyam Modi**,

We regret to inform you that we are forced to down size our work force due to **merger of our two sister concerns**. Hence reluctantly we are forced to take this undesirable step in order to allow us to survive in business.

This layoff period is indefinite and should be considered permanent and shall commence from **10-03-2020**. You will no longer be required to report for work as **Chief Accountant – Costing** from the above-mentioned date.

This letter serves as notice of redundancy taking into account your notice period of **3 months** as per your employment agreement.

You need to give your handover to **Mr. A.B. Trivedi** and **during the whole notice period you need to attend work, as usual.**

**Or**

You need to give your handover to **Mr. A.B. Trivedi** and **then you will be paid your notice period amount as per your employment agreement along with your full and final settlement.**

**(Delete one as applicable from the above)**

You also need to clear all the dues (if any) with respective accounts and submit office properties viz. **Car and Laptop** as being issued to you.

You will receive your salary till above-mentioned commencement date along with all other outstanding will be paid to you as a full and final settlement after making necessary deductions (if any) on payday as per the company's policy.

We will be holding a meeting in this regard on **05-03-2020** at **08:00 am**, where you can have satisfactory replies for all your queries and questions.

We hereby like to add that this layoff has no concern with job performance. We appreciate your contribution and regret doing this due to the reason mentioned above. We can provide you with a recommendation letter, which may be helpful to you while approaching your next job.

We are thankful to you for your services and wish you all the best for your future endeavors.

Thank you.

**For,**  
**ABC Pharmaceuticals Ltd.,**

**S.K. Venkatraman**  
**Deputy Accounts Manager**  
**Finance & Accounts Department**