

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 temporarily due to sudden and drastic **shut down of our Panvel Unit because of recession.**

Hence reluctantly we are forced to take this undesirable step in order to allow us to survive in business. This temporary layoff will be without pay and it will commence from **10-03-2020** and will end on **10-06-2020**.

You will no longer be required to report for work as **Chief Accountant – Costing** for the above mentioned period. Please give your complete handover to **Mr. A.B. Trivedi**.

Your salary till the above-mentioned commencement date will be paid to you on payday as per the company's policy. Your health insurance benefits will continue during this temporary layoff period.

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 are thankful to you for your services and hope to welcome you soon.

Thank you.

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

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