

21 January 2020

To,
Mr. Shyam Modi
33, M.G. Road
Nr. Post Office
Pune, Maharashtra
9898765432

Sub: Absconding Notice on continuous absence and abandonment of employment without intimation.

Mr. Shyam Modi,

As per the employment agreement signed by you with our company, you are under employment with our company as **Senior Manager**, with our **Accounts** department, at our **Pune** office / unit.

It has been reported by your immediate superior **Mr. K.V. Vishwanathan** that you are continuously absent on duty since **01-01-2020** with no prior intimation or information to the company. We have tried to contact you but neither have you responded to our call or neither messages nor you ever reverted on it. This action of yours leads to the breach of your employment contract which may lead to your dismissal.

This is the last and final chance provided to you from our end. If we did not get any satisfactory reply from your end in writing with reasonable satisfactory supporting documents (if required) by **31-01-2020**, then the management will consider that you have abandoned your employment without notice and breached your employment contract and hence you will be terminated from your service with immediate effect and management will no more responsible and liable to you in anyway. Management also reserves all its right to take disciplinary or legal actions against you to get compensation of any loss incurred by your misconduct and breach of contract.

Anticipating a prompt revert along with a constructive approach from your end.

For, Apex Pharmaceuticals Ltd,

Mr. S. K. Venkatraman
The Deputy General Manager - H.R. Department