

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 **Closure of Branch**.

You will receive your full and final settlement which will include your salary, unused vacation time pay, other outstanding (if any) and severance pay as per our employment agreement. Please sign and return the enclosed release of claims documents to help us process it further.

You will receive this payment on our regular payday. You may pick up your cheque from the reception desk or we can mail it to your home. Let us know what you would prefer from above options.

We have received from you your ID card, office keys, company-owned laptop and cell phone at the termination meeting.

You are required to return **Car provided by company** which belongs to company and is still in your possession. Your health care benefits will last until **31-01-2020**.

You will need to update the company with your current mailing address so that we are able to provide the information you may need and even we can contact you to avail any relevant information you availed while performing your duty during your association with us. Also, keep in mind that you have signed a confidentiality agreement.

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

Encl: Claim release documents