

Employee Name: **Apurva Barku Sonawane**
Designation: **Graduate Engineer Trainee**
Department: **Smart Automation and Services**
Employee ID: **51456433**

November 3, 2022

Unauthorized Absence from Work

Dear Apurva,

This is with reference to your termination of employment from NEC CORPORATION INDIA PRIVATE LIMITED. Your unauthorized absence has impacted the work of your business unit.

As per the records, you are absconding from your work since **October 21, 2022**. In your Email communication dated November 3, 2022, you have stated that you are not willing to report to work nor serve your notice period. This highly unprofessional and unethical conduct on your part amounts to violation of terms of your appointment letter as well as company's policy. Thus, Company had no choice but to terminate your employment on disciplinary grounds.

As you have absconded from your services without giving two months' notice as per the company policy, you are liable to pay money equivalent to two months' salary to the company.

You are also directed to get your clearance done within 3 days from the date of receipt of this letter. You were supposed to return the company assets within the stipulated time period. In case you are failed to do so in the given time frame we will be forced to take legal actions against you.

For NEC Corporation India Private Limited



Kashish Daya Kapoor
Vice President – HR