

14-10-2022

Circular Letter

We met with the problem of the employee's unacceptable habit of not updating the work details in the Core. Please note that this work influences other teams negatively and thus we are to request you to take a leave without salary of about 3 weeks, as we discussed over Meet. In the said period, we will be working on improving and solving all the mismatches that occurred in the Core. The leave will be applicable from Monday 17-10-2022 onwards.

You don't need to work during this time period. And those who are on probation period will get to continue working after the said time and it will be extended with prior order.

Please sign and date on the lines below to signify that you agree to the terms of this letter.

For ALTOS Technologies,

Yours Sincerely

HR Associate

Signature

Anju P S

Candidate Name