WTL PVT. LTD.

Office no 09,2nd floor , A wing City Vista , Fountain Road , Ashoka Nagar,Kharadi pune

GST: GSTIN123477

06-08-2025

Saurabh Ganj

JAVA FULL STACK DEVELOPER

Engineering (Development)

NOTICE OF TERMINATION OF EMPLOYMENT

Subject: Termination of Employment (with cause)

Dear **Saurabh Ganj**,

We regret to inform you that your employment with **WTL PVT. LTD.** is terminated, effective immediately, due to **[specific reason, e.g., repeated policy violations or performance issues]**.

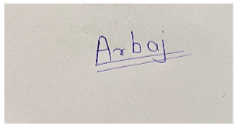
This decision is based on a thorough assessment of your [conduct/behavior/performance] and made only after careful consideration, for the following reasons:

- Detailed example of the issue, e.g., consistent failure to meet performance targets despite feedback and support provided on [specific dates]
- Ignoring prior warnings or disciplinary actions, e.g., written warning issued on [specific dates]

Your final paycheck, including compensation for any accrued benefits, if applicable, will be provided on [date]. Please note that this decision is final and non-negotiable, legal action may be taken if necessary.

Please return all company property, including [list items], by [deadline]. If you have questions, please contact **[Contact Name]** at email address/phone number.

Best regards,



WTL PVT LTD