

Date: 15-09-2020**Abscond Letter**

To,

jaffer test

Emp ID: 12579932

Department: Information Technology

Designation: Team Manager

Branch: T Nagar

Work location: Chennai

Dear jaffer test

We regret to inform you that your employment with PATRONISS is being terminated, with effective from 15-09-2020 due to performance related issues. This decision was reached after the completion of an internal disciplinary process.

All benefits associated with your employment will become void on the above mentioned date of your termination.

As per your employment agreement that you have signed while joining the company, you are bound to abide by the confidentiality policy of the company. Please be aware that you have agreed to adhere to this policy even after you quit from your employment. Based on this policy, you are prohibited to share any information that was received during your course of work, regarding our customers, the personal details of the customers or clients whom you have been associated during your course of work, any details regarding the employees of our company or management to anyone. Any such information stored on your personal devices mobile, tab or laptop must be deleted immediately and hardcopy of any confidential information in your custody should be handed over to your Manager immediately. We expect you to strictly abide by the non-disclosure policy of our organization. Any violation to this clause will lead to severe consequences including legal action.

Regards

Authorized signatory

(Human Resources)