Dear sir,

I hope you are doing well with your health during this pandemic. With reference to your mail dated 22nd June, 2020 regarding my lay off due to COVID -19.As you are aware that I have served the company for more than five years as a "Purchase Head" and fulfilled all my responsibilities with utmost sincerity and faithful towards my organization.

Further, you are also aware due to this pandemic there is a lack of job opportunity and financial instability. I have also exhausted all my savings during this period and my family is wholly reliant on me. Therefore it is my humble request to complete my Exit Clearance process as soon as possible with the payment of salary and Bonus due for earlier months. The statement for salary payable is mentioned below.

|  |  |  |  |
| --- | --- | --- | --- |
| Particulars | Amount Paid | Amount Due | Total Amount Payable |
| Salary for the month of April,2020 | 20,000 | 22,000 | 22,000 |
| Salary for the month of May,2020 | 20,000 | 22,000 | 22,000 |
| Salary for the month of June,2020(Laid off on 22.06.2020) | - | 42,000 | 42,000 |
| Salary for the month of July,2020 till 22.07.2019(Notice period) | - | 30,800 | 30,800 |
| Diwali Bonus for 9 months deducted from salary as per company Policy(01.11.2019 to 22.07.2020) | - | 31,500 | 31,500 |
| Total Amount Payable | 40,000 | 1,48,300/- | 1,48,300/- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Also, note that following documents also have not been received after layoff such as:

 1. Relieving Letter

2. Experience Certificate

3. Salary slips for last two months

4. Form 16 A

Kindly, consider the same and please do the needful at the earliest.