

Dated: March 20, 2020

**Employee ID :** APD-0290

**Name:** Ms. Kanchan Bai

**Designation:** Support Executive

**Department:** Support Operations (Non Calling)

**Address:** Flat # 201, Nabeel Square Building, DHA Phase 2, Karachi.

**CNIC:** 45101-2403232-8


Subject: Unpaid Leaves

Due to current Covid-19 pandemic situation and the sudden downturn of economy we are in process of shutting down few business ventures as we lost multiple clients due to this crisis and cost cutting has become a necessity.

We appreciate your valuable contributions to the organization and instead of downsizing we would be granting 2 weeks unpaid leaves i.e. (21<sup>st</sup> March, 2020 – 3<sup>rd</sup> April, 2020). This decision is in no manner related to any inefficiency or misconduct from your side as we value our work force.

The inconvenience caused is highly regretted. HR team will assist you in this entire period if you have if you have any query.

Regards!

  
\_\_\_\_\_  
**HR Department**  
**Appedology Pvt. Ltd.**

Signature of Employee: \_\_\_\_\_

