

17.04.2019

Dear Mr. S. Shenbaga Sundaram,
Quality Manager,
Tirupur Lab.

Over the last several months, Ecological laboratories pvt ltd has experienced financial difficulties due to loss of core business.

We have explored many options, including the introduction of new tests/ new clients to replace those lost. Unfortunately, our efforts have not resulted in increased sales and work as required till now.

Even after much cost control measures we are unable to run profitably. After much reviewing, management has decided to down size staff due to reduced work load.

It is with deepest regret that I inform you that your position is one that will be in elimination list.

Please. Consider this letter as 3 month notice to enable you to search another suitable employment. You will be provided with all legal dues applicable as per your contract with our company

Please accept our appreciation for your contributions during your employment with Ecological laboratories Pvt ltd.

Sincerely,

V B chaudhari

Dr. Varalakshmy Chaudhari
General Manager