**Letter Communicating Employee Termination to Staff Members**

Date: 08.05.2018

Dear Staff Members,

The Management wants to inform you all that Mr. Vipul Chawla who was working with Princeton Hotel at the position of HR Executive has been terminated on 07.08.2018. As per the policy of the Company, from now on, no employee of the Company shall have any professional connections with Mr. Chawla. Sharing of any confidential information of the Company with him will be considered as a criminal offense and serious actions will be taken against the offender.

Mr. Chawla was found to violating the rules of the Company. Despite constant warnings, he continued reporting to work late. His performance levels have also been below average since his date of joining.

Princeton Hotel is known for its disciplined staff. We always hire people who can work in synergy with us and grow along with us.

Regards,

Ravindra Gupta

Manager,

Princeton Hotel