



Ref. No.:

رقم لإشارة :

Date: 07.06.2020

التاريخ :

MR. VISWESWARA REDDY VELAGALA (STAFF NO. 25729)
LAB TECHNICIAN I,
CHEMICALS PLANT

DEAR MR. VELAGALA,

The purpose of this letter is to notify you of the outcome of a recent review conducted by Qatar Petroleum in order to achieve greater efficiencies in the current challenging oil & gas market. During the course of our review, we have determined that reductions are necessary in parts of our workforce.

As a result, we regret to inform you that your employment with Qatar Petroleum is being terminated on redundancy grounds by giving you the appropriate Notice of Termination with effect from 09/06/2020, which you are not required to work. Accordingly, your actual last working day will be 08/06/2020.

Human Resources will be notifying you of your terminal benefits and other administrative arrangements.

Thank you for your valuable contribution during your employment with Qatar Petroleum and wish you success in your future career endeavors.

For: **Qatar Petroleum**

Manager, Human Resources