

21 January, 2020

To,
Mr. Shyam Modi
33, M.G. Road
Nr. Post Office
Pune, Maharashtra - 400325
9898765432

Sub: City / State Transfer Letter with promotion.

Dear Mr. Shyam Modi,

This is to inform you that you will be transferred at the Accounts department as Manager - Accounts at our Russia unit. You have joined us as Jr. Accountant before 11 years. Your performance and growth is good and we look forward to you with high hopes. The board and management of our company have decided to promote you from Senior Accountant to Manager - Accounts and send you to our Russia unit to ensure smooth functioning and ensure highly satisfactory outputs as you delivered till now.

Your C. T. C. will be Rs. 9,60,000/- p.a. including all incentives and perks. Find attached herewith is an annexure bearing your new job role description, breakup of your C.T.C. and other important terms and conditions. Other general conditions will remain unchanged as it is applicable at present. Also note that as per our company's norms, a standard probationary period of six months will be applicable to this appointment.

If you intent to accept this offer, return this copy, duly signed to HR Department. They will facilitate you with further formalities then.

You need to take the charge for the above mentioned position on 01-02-2020. You have to report to Mr. K.V. Vishwanathan Deputy General Manager, Accounts. His number is 9898567432.

We are very much confident that you will continue performing excellent on this new designation as well and handle this new challenging responsibility with same enthusiasm. Wishing you all luck for this new position.

Please contact Mr. A.K. Mehta, H.R. Executive of H.R. Dept. on 9922335577 for further assistance.

For,

ABC PQR Ltd.,

Mr. S.K. Venkatraman
The Deputy General Manager - H.R. Department