**21 January, 2020**

**To,**

**Mr. Shyam Modi**

**33, M.G. Road**

**Nr. Post Office**

**Pune, Maharashtra - 400325**

**9898765432**

**Sub: City / State Transfer Letter**

**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 transfer you to our **Russia** unit to ensure smooth functioning and ensure highly satisfactory outputs as you delivered till now.

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**

**,**

**Encl: Annexure-A**