

Date: 27 January 2020

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

Subject: Promotion Letter
Promoted to: Senior Manager, Accounts

Dear **Mr. Shyam Modi**,

Congratulations!! We are pleased to offer you a promotion to the position of Senior Manager, Accounts at our **Pune** unit.

Your new CTC will be **Rs. 960,000/- p.a.**, including all incentives and perks. Find attached herewith the annexure bearing your new job role description, break-up of your C.T.C. and other important terms and conditions for the new job position. 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. You need to take the charge for the above mentioned position on **01-02-2020**. Your new immediate superior will be **Mr. K.V. Vishwanathan, Deputy General Manager - Accounts**.

Please contact H.R. Executive, **Mr. A.K. Mehta** for completing further required procedure. His contact number is **9922335577**.

Best of Luck!

For,
Apex Pharmaceuticals Ltd,

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

Encl: Annexure A