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**