

21 January, 2020

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

**Sub: Onsite Transfer Letter with Salary Raise.**

Dear **Mr. Shyam Modi**,

We are glad to inform you that you will be transferred Onsite to our unit at **Russia**, as **Manager - Accounts** in **Accounts** department. You have joined us as at our **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 Onsite to our **APL - 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 an annexure bearing your new job role description, breakup of your C.T.C. and other important terms and conditions for the new post. 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. Also submit your Original Passport for making necessary travelling arrangements.

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**