Transfer Letter

You are transferred as set out below. Other terms of employment continue.

Company

COMPANY NAME

CIN OR REGISTRATION NO.

REGISTERED ADDRESS

Employee

EMPLOYEE NAME

EMPLOYEE ID

DATE OF JOINING

DESIGNATION

DEPARTMENT

Transfer

TRANSFER TYPE

NEW LOCATION OR DEPARTMENT

REPORT ON

NEW REPORTING MANAGER

RELOCATION ALLOWANCE (₹)

Service continues without a break. For a transfer to a group company, accrued leave and gratuity service are carried over.

Employee acknowledgement

☐ I acknowledge the transfer and will report on the date above.

Signed electronically under the Information Technology Act, 2000.

Company

SIGNATURE

PRINTED NAME

DATE

Employee

SIGNATURE

PRINTED NAME

DATE