**Employee Transfer Letter InterCompany**

From:

Rakesh Sharma

HR Manager

Oracle Technologies Pvt. Ltd.

Delhi

Date: February 20th, 2020

To:

Radhika Sharma

54, Siddhivinayak Apartments,

Delhi

Dear Ms. Radhika,

This is to inform you that as per our discussion on February 1st, 2020, you are being transferred to our sister company, Premier Software Pvt. Ltd., effective April 1st, 2020. You are transferred to the position of Deputy Manager, Department of Marketing and you will be reporting to Mr. Girish Khamesra, Marketing Manager.

Your revised pay will be Rs. 12,00,000 per annum and all the terms and conditions will remain the same as they were at the time of your recruitment. Any appraisal in your salary will be subjective to your performance.

There is a meeting that has been arranged with Mr. Girish Khamesra, Marketing Manager, on March 25th, 2020 to discuss your roles and responsibilities.

I am hopeful that this opportunity will help you contribute to the company and stay associated with us.

Wishing you good luck.

Regards,

Rakesh Sharma

HR Manager

Oracle Technologies Pvt. Ltd.