



## Letter of Transfer

01<sup>th</sup> March 2016

Mr. \_\_\_\_\_

This has reference to the discussion we had with you regarding your Transfer from Straightening Section to Press Section. The transfer will be effective 01.07.2014 and your services in this assignment will be deemed to be continuous, without any break.

Privilege leave and other statutory benefits enjoyed by you would continue to accrue to you taking into account the date of your joining.

Your initial reporting will be to Mr. \_------(Senior Name ).

Please return the duplicate copy of this **letter** duly signed by you, as a token of your acceptance.

We wish you all the best for your future assignments.

For- **Advik Group of Companies**

Authorized Signatory