

# Employee Relocation Letter

From,  
Hilda Haynes  
778-9383 Suspendisse Av.  
Weirton IN 93479  
(326) 677-3419

05-06-2014

To,  
Adria Russell  
414-7533 Non-Rd.  
Miami Beach North Dakota 58563

Subject: (\_\_\_\_\_)

Dear Adria Russell,

It is to inform you that you will be reporting to the Gurgaon Location from 24th March 2019 as raised by your current supervisor. The team is very satisfied with your performance and want you to lead the new extended team out there. With the transfer, you will be promoted a the senior supervisor and you will be reporting to Ms.Kanika Gauba.

We wish you all the best.

Sincerely,  
(Your Signature)  
Hilda Haynes

