

Employee Transfer Letter Intercompany

From,
Bertha Riggs
P.O. Box 206 6639 In St.
Easthampton TN 31626
(791) 239-9057

05-06-2014

To,
Imani Talley
P.O. Box 262 4978 Sit St.
Yigo Massachusetts 50654

Subject: (_____)

Dear Imani Talley,

This is to state that you are being transferred to the Accounts department from the Insurance Department starting from 20th May 2018. You are promoted as a Senior Supervisor and you will be reporting Ms.Romila Ganguly.

Your work location will be our Phase II office in Noida location. We have cab facilities from Delhi for the location.

We wish you the best for the new position.

Thank you.

Sincerely,
Bertha Riggs
AVP
Aditya Technologies

