

TRANSFER ORDER - II

Ref. No.

Date - _____

To,

Sub : Transfer Order

Dear Sir,

At present you are working with us at In the present recessionary market, we have had to take some steps to keep our costs under control. We have therefore decided to transfer you from to You will be posted at for minimum period of months, which may be extended, to year or less depending on the requirements. After months or earlier, the Management will review the decision after taking into consideration the requirements of the business.

Since you will be posted at , you will be entitled to additional allowance of Rs..... per month. This allowance will be paid to you as long as you are posted at In case, if you would like to take your baggage from to, you will be entitled to transport charges as per the rules of the Company. You are requested to report to Shri at He will give you further instructions. You are requested to report at on or before You are requested to handover charge to Shri

Thanking you,

Yours faithfully,

For