

**Date:** 02-11-2021

## **LETTER OF TRANSFER**

**To,**  
**Syed Shoaib Ahmed**  
**Matrix Collections Department**  
**House No.B-60 , Block/13 F.B Area Gulberg, Karachi.**

**Sub:** - Transfer order to another Department

**Dear Syed Shoaib Ahmed,**

We would like to inform you that you are transferred from the “**Matrix Collections**” to the “**Matrix Collections**” department with the post of **Collections Officer** with effect from **27-10-2021**.

Your basic pay will remain the same till further notice by Management. You will be on probation period of **1** month(s) starting **27-10-2021**. You will not be entitled to any other benefits, other than as mentioned in your appointment letter issued to you. Company's, other rules and regulations applicable to you remain unchanged.

Please do contact HR in case of any clarifications.

Best Regards,

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**Human Resources**  
**Appedology Pvt. Ltd.**