

Date: 02-08-2021

LETTER OF TRANSFER

To,
John Smith
Business Process Automation Department
E-105, Block 10, Bhayani Avenue, Nazimabad No 5, Karachi

Sub: - Transfer order to another Department

Dear John Smith,

We would like to inform you that you are transferred from the “**Business Process Automation**” to the “**Axiom Professional Services**” department with the post of **Accountant** with effect from **02-08-2021**.

Your basic pay will remain the same till further notice by Management. You will be on probation period of **3** month(s) starting **02-08-2021**. 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,

Human Resources
Appedology Pvt. Ltd.