

STRICTLY PRIVATE AND CONFIDENTIAL

TRID/2018/PR/1

Gaurav Mandal

Employee Code: 1

Email ID: gaurav.tridindia@gmail.com

Subject: Letter of Promotion

Dear Gaurav Mandal,

Congratulations!

We have carried out your performance review for the calendar year 2018 and your performance was evaluated above par thus far.

Based on above, we are pleased to announce your promotion from to w.e.f 2019-01-01.

You will be required to serve a trial period of three 3 months in your new position from 2019-01-01 to 2019-04-01, which may be extended as many times deem fit, at the sole discretion of the management of the Tridindia. The management will inform you in writing, of extension of trial period or confirmation of the new position. Should you prove unsatisfactory in your new position during this trial period, you will be reverted to your former position.

We hope that you will appreciate this positive gesture and work towards a successful upcoming FY 2018-2019 with more zeal and enthusiasm.

With Best Wishes,

Authorized Signatory

Name: _____

Designation: _____

I am pleased to accept the promotion letter.

(Gaurav Mandal)