



31-08-2023

Rittika Jana
UJJ58194
Customer Care Representative-URC
East 3606-Andharmanik,Andharmanik, West Bengal, India, (East-NURC)

Subject: Role Change

Dear Rittika Jana,

Congratulations!

We are pleased to inform that you have been selected for the role of **Cashier-RB** at Ujjivan Small Finance Bank with effect from **01-09-2023**. Your grade will be **DM-I**.

Please handover the charges to the concerned person. We look forward to your fruitful association with Ujjivan.

Kindly submit a signed copy of this letter to the HR Department as a token of your acceptance within 3 working days.

We are sure you will make best use of the opportunity offered to you and contribute substantially to the success of our organization as you have done in the past and fully justify the confidence placed in you by the management.

All the other terms and conditions of your employment with the company remain unchanged.

We wish you all the best for your new role.

Best Regards,

For Ujjivan Small Finance Bank Ltd.

Sonia Paul

Sonia Paul
Regional Manager-HR

Accepted by:

Signature:

Date:

Charge Handover to _____ Date _____ Place _____

Charge Taken from _____ Date _____ Place _____

Employee Signature