Date: 21.03.19

To,

Neeraj Sharma,

Noida.

**Sub: Deputation Letter for Mr. Neeraj Sharma (Test Consultant)**

Dear Neeraj,

This is to inform you that Mr. Neeraj Sharma (Emp. Code: CC-4083) has been deputed to Stuttgart (Germany) for a period of 1 week towards training in CNC – Software Testing and various other departments.

The period of his deputation may extend further if required.

During the period of your stay in Stuttgart (Germany), you will be governed by the rules and regulations as per the company policy.

The existing Foreign Travel Policy will be applicable to you, but you will not be entitled to the daily incidental allowance as you have been given Deputation Allowance. Suitable accommodation shall be made by the company.

All the other terms and conditions of your appointment remain unaltered. We are confident that you will put all energy and efforts in the execution of this task which not only will propel your learning but enhance your skills and experience which will pay long in your career. We take this opportunity to wish you every success in your new assignment.

Thanking you,

Yours faithfully,

Croma Campus Training & Development Pvt. Ltd.

Human Resources

Name: Devendra Sharma

hr@cromacampus.com | 0120-4155255

Signature