

Place :

Date:

From:

Name:

Code:

Designation: Promotee Clerk

Andhra Bank,

Branch:

Zone:

THROUGH PROPER CHANNEL

To:

The General Manager (HR),
Andhra Bank,
Human Resources Department,
Head Office,
Saifabad,
Hyderabad.

Dear Sir,

Reg: Request for Reversion from Clerical to Sub-staff Cadre

Ref: Your H.O. Lr. No.

, Dated.

I, _____ working as Promotee Clerk at
_____ Branch submit the following few lines for your
kind consideration.

I am thankful to the Management for considering my promotion to Clerical Cadre. I request
you to kindly consider reversion to Sub-staff Cadre and post me to
_____ Zone.

**I once again request you to consider reversion at the earliest and post me to
_____ Zone as Sub-staff.**

Thanking you ,

Yours faithfully,

(_____)