

Ref: QA/HR/92340

14-Jun-2020

Ms. Dimple Dinesh Bhanushali
Doha, Qatar

Dear Ms. Bhanushali,

We refer to your request to transfer your sponsorship. Kindly note that the company has agreed to your request to allow you to change your sponsor.

In view of the above approval, you are hereby requested to note the procedures:

- a) Handover your passport and provide details of the New sponsor to the Government Services Department (Tower 2, Ground Floor)
- b) Contact Government Services Manager (Tower 2, Ground Floor) for completing the necessary formalities within one week of submission of your passport to HR Admin.

The contact details as given below:


Mr. Bahaeldin Rahman Tel: 40223411
barahman@qatarairways.com.qa

- c) The entire transfer process should be completed within forty five days from the date of this letter, failing which the company would cancel your residence permit and arrange for your repatriation.
- d) Final dues will be settled on the completion of your change of sponsorship process.

Please find attached a copy of the procedure for processing change of sponsorship in detail.

Please sign the duplicate of this letter acknowledging receipt and understanding the contents of the same.

Regards,


M.J.M. Asiam Careem
Manager – HR Separations

Encl. : Copy of Procedure for processing "Change of Sponsorship"

cc : Government Services Manager
Personnel File X 1