

Employee Notification for Business Transfer

Subject: Important Business Transfer Announcement

Dear Team,

We wish to inform you that [Business Name] will be transferred to [New Owner/Company Name] effective [Transfer Date]. Your roles, responsibilities, and employment terms will remain secure under the new management.

We encourage you to direct any questions regarding your employment or operational changes to HR. Thank you for your dedication and cooperation during this transition.

Sincerely,

[Your Name]

[Designation]

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