

Formal Employee Transfer Letter

Subject: Transfer to [New Branch Name]

Dear [Employee Name],

We are pleased to inform you that you have been officially transferred from [Current Branch] to [New Branch], effective from [Date]. This transfer is in line with organizational requirements and your professional development.

Please report to your new branch on the effective date and coordinate with the branch manager for a smooth transition. All your current responsibilities will be handed over accordingly.

We trust that you will continue to perform with dedication and commitment in your new role. Best wishes for your future endeavors at [New Branch].

Sincerely,

[Manager/HR Name]

[Designation]

Get more templates here:

<https://www.lettersandtemplates.com/letters/employee-transfer-letter-from-one-branch-to-another>