

Provisional Transfer Letter

Subject: Provisional Transfer to [New Branch]

Dear [Employee Name],

This is to inform you that you are provisionally transferred to [New Branch] starting [Date], pending completion of formalities and approvals. The transfer is temporary and will be reviewed after [Duration].

Please ensure all tasks at your current branch are documented and handed over before joining the new branch. Further instructions will be communicated soon.

Thank you for your cooperation.

Best regards,

[Manager/HR Name]

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