

Transfer Email for Internal Employee Movement

Subject: Notification of Transfer to [New Branch]

Hi [Employee Name],

We are notifying you of your transfer from [Current Branch] to [New Branch], effective [Date]. Your new reporting manager will be [Manager Name], and your responsibilities will include [Brief Description].

Please complete all handover formalities and prepare for a seamless transition. Let us know if you have any questions regarding this transfer.

Regards,

[HR Name]

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