

Informal Employee Transfer Notification

Hi [Employee Name],

Just a heads up that you'll be moving from [Current Branch] to [New Branch] starting [Date]. Your new reporting manager will be [Manager Name], and the transition should be smooth.

Please make sure all your tasks are handed over before the move. Let me know if you need any assistance.

Cheers,

[HR Name]

Get more templates here:

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