## **Urgent Employee Transfer Letter**

Subject: Immediate Transfer to [New Branch]

Dear [Employee Name],

Due to operational requirements, you are required to transfer immediately from [Current Branch] to [New Branch] starting [Date]. Please complete all pending work and report to your new branch as scheduled.

Your cooperation in ensuring a smooth and timely transition is highly appreciated.

Sincerely,

[Manager/HR Name]

## **Get more templates here:**

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