

Heartfelt Transfer Appreciation Letter

Subject: Wishing You Success in Your New Branch

Dear [Employee Name],

As you move from [Current Branch] to [New Branch], we want to express our gratitude for your hard work and dedication. Your contributions have been invaluable, and your presence will be missed.

We wish you great success and fulfillment in your new role and look forward to hearing about your achievements.

Warm regards,

[Manager/HR Name]

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