

Official Management Job Transfer Letter

Subject: Notification of Job Transfer

Dear [Employee Name],

This is to inform you that you have been transferred from [Current Department/Location] to [New Department/Location] effective [Date]. This transfer has been made in consideration of [reason, e.g., business requirements, career development].

Please coordinate with your current and new department heads to ensure a smooth transition. Your cooperation and dedication are appreciated.

Sincerely,

[Manager/HR Name]

[Designation]

[Company Name]

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