

Professional transfer letter template

Subject: Transfer Notification

Dear [Employee Name],

This is to inform you that, effective [Date], you will be transferred from [Current Branch] to [New Branch]. Your new reporting manager will be [Manager Name] and your new work location is [New Branch Address].

Please ensure a smooth handover of your current responsibilities. Your cooperation in this transition is highly appreciated.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

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