

Temporary transfer notification

Subject: Temporary Transfer Assignment

Dear [Employee Name],

You are hereby provisionally transferred from [Current Branch] to [New Branch] for a period of [Duration] starting from [Start Date]. This transfer is aimed at fulfilling temporary project requirements.

Please report to [Manager Name] at the new branch and coordinate the necessary handover of your current duties.

Regards,

[Your Name]

[Position]

[Organization Name]

Get more templates here:

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