## Casual email informing about branch transfer

Subject: Branch Transfer Update

Hi [Employee Name],

Just a quick note to let you know that starting [Date], you will be moving from [Current Branch] to

[New Branch]. Your new reporting manager will be [Manager Name].

Please ensure all pending tasks are handed over before the move. Thanks for your cooperation!

Best,

[Your Name]

## Get more templates here:

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