

Transfer letter showing gratitude and encouragement

Subject: Branch Transfer Announcement

Dear [Employee Name],

We sincerely appreciate your contributions at [Current Branch] and are pleased to inform you of your transfer to [New Branch] effective [Date]. This move reflects our confidence in your abilities to bring the same dedication and excellence to your new assignment.

We wish you the very best in your new role and look forward to your continued success.

Warm regards,

[Your Name]

[Position]

[Organization Name]

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