

HR issued official branch transfer letter

Subject: Branch Transfer Confirmation

Dear [Employee Name],

This letter serves as an official confirmation of your transfer from [Current Branch] to [New Branch] effective [Date]. Your reporting manager at the new location will be [Manager Name].

Please ensure all formalities related to your current branch are completed prior to your transfer. We wish you success in your new posting.

Regards,

[HR Name]

[HR Position]

[Organization Name]

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