

Official transfer letter for formal company transition

Subject: Transfer of Employee

Dear [Employee Name],

We are pleased to inform you that you have been officially transferred from [Current Company] to [New Company] effective [Date]. This decision comes as part of our strategic collaboration and your exemplary performance.

Please report to [New Supervisor/Department] at [New Company Address] on your first day. Your roles, responsibilities, and compensation will remain consistent with your current arrangement unless otherwise communicated.

We wish you success in your new assignment.

Sincerely,

[Sender Name]

[Position]

[Current Company]

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