

Provisional email for pending company transfer

Subject: Provisional Notification of Transfer

Hi [Employee Name],

This email serves as a provisional notice regarding your transfer from [Current Company] to [New Company]. The final confirmation and details will follow once all internal approvals are completed. Kindly prepare your documents and coordinate with HR for a smooth transition. Do not hesitate to reach out if you have questions.

Best regards,

[Sender Name]

HR Department

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