

Provisional announcement before official confirmation

Subject: Provisional Transfer Notification

Dear [Employee's Name],

This letter serves as a provisional notification regarding your transfer from the [Current Department] to the [Proposed Department]. The transfer is currently under review and is expected to be finalized by [Date].

Please note that this is not a final confirmation but an advance communication to allow you to prepare for possible changes. Formal confirmation will follow once all approvals have been completed.

In the meantime, you should continue with your current duties until further notice. We appreciate your patience and understanding during this transition process.

Regards,

[Manager's Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/transfer-letter-from-one-department-to-another>