

Employer Transfer Letter

Subject: Transfer to [New Location] Office

Dear [Employee's Name],

This letter is to officially inform you of your transfer from the [Current Location] office to our [New Location] office, effective [date]. This transfer is being made in alignment with company requirements and your skills that are particularly needed at the new branch.

Your new reporting manager will be [Manager's Name], and your role and responsibilities will remain the same, unless otherwise discussed. We trust that this move will open new opportunities for your growth and will help our company strengthen operations in [New Location].

Please confirm receipt of this letter and coordinate with HR for relocation assistance and other formalities.

Best regards,

[Manager's Name]

[Position]

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