

Transfer Letter for Promotion

Subject: Transfer with Promotion

Dear [Employee's Name],

We are pleased to inform you that you have been promoted to the role of [New Position]. As part of this promotion, you will be transferred to our [New Location] office, effective from [date].

Your promotion and transfer reflect the confidence the company places in your abilities. We believe that your leadership will be instrumental in supporting and expanding our operations in [New Location].

Please reach out to HR for relocation assistance and to finalize the necessary formalities.

Congratulations once again on your well-deserved promotion.

Sincerely,

[Manager's Name]

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