

Official Transfer Notice

Subject: Transfer Confirmation “ [Employee’s Name]

Dear [Employee’s Name],

This is to officially confirm your transfer from [Current Location] to [New Location], effective [date].

Your terms of employment will remain unchanged, except for allowances and benefits applicable to your new posting.

You are required to report to [Manager’s Name] at the [New Location] office. Please complete all handover responsibilities before [handover date].

We wish you success in your new role and look forward to your continued contributions to the company.

Regards,

[HR Manager’s Name]

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