

Professional notification of employee transfer

Dear [Employee Name],

We are pleased to inform you that you have been officially transferred from [Current Department/Location] to [New Department/Location], effective [Transfer Date].

Please report to your new supervisor, [Supervisor Name], on your first day at the new location. All necessary arrangements regarding your role and responsibilities have been discussed and documented.

We wish you every success in your new assignment.

Sincerely,

[HR Manager Name]

[Company Name]

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