

Letter informing employee of pending transfer

Dear [Employee Name],

This is to inform you that your transfer to [New Department/Location] is proposed, pending final approvals, with an expected effective date of [Tentative Transfer Date].

We will confirm the final arrangements once all approvals are obtained.

Sincerely,

[HR Manager Name]

[Company Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/transfer-notification-letter>