

Letter notifying employee of a temporary transfer

Dear [Employee Name],

You are hereby notified of your temporary transfer to [New Department/Location] for a duration of [Duration Period], effective [Start Date] to [End Date].

During this period, you will report to [Supervisor Name], and all responsibilities will be as per the attached assignment plan. Please acknowledge receipt of this notification.

Sincerely,

[HR Manager Name]

[Company Name]

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