

Letter notifying employee of transfer with relocation details

Dear [Employee Name],

We are pleased to inform you of your transfer to [New Department/Location], effective [Transfer Date]. Your relocation will be supported as per the company's relocation policy, including [list benefits such as moving allowance, temporary housing, etc.].

Please contact HR to coordinate the logistics. We appreciate your cooperation during this transition.

Sincerely,

[HR Manager Name]

[Company Name]

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