To Place :

The Employee Name, Date :

Employee ID,

Designation,

Department.

**Sub: Job transfer to \_\_\_\_\_\_\_ branch.**

Dear Mr./Ms.\_ \_ \_ \_ \_ \_ \_ \_ \_,

This is with reference to your job transfer request, the management has agreed to transfer you to \_\_\_\_\_\_\_\_ (**Location**) branch W.E.F \_\_\_\_\_\_\_\_\_. (Date of transfer).

You are directed to report to Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_. (Name & Designation of reporting manager).

You will be entitled to get the same benefits as you are getting at present.

For the **Company Name,**

Authorized Signatory.