To Place :

The Employee Name, Date :

Employee ID,

Designation,

Department.

**Sub: Transfer letter to \_ \_ \_ \_ \_ \_ \_ branch.**

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

This is to inform you that, as per the management instructions you are transferred to \_\_\_\_\_\_\_\_(**Location**) branch with effect from \_\_\_\_\_\_\_\_.

As of now, there is no change in your designation and other benefits.

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

We wish you all the best.

For the **Company Name,**

Authorized Signatory.