To Place :

The Employee Name, Date :

Employee ID,

Designation,

Department.

**Sub: Job Transfer Regarding.**

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

This is to inform you that as per the management directives your services are being transferred to \_\_\_\_\_\_\_\_\_ (**Location**) effective from \_\_\_\_\_\_\_\_\_ (**Date of transfer**).

The management has taken this decision due to the shortage of efficient workforce at \_\_\_\_\_\_\_\_branch.

We believe you will be the right person to post there.

Your new designation will be the \_\_\_\_\_\_\_\_ and new salary will be \_\_\_\_\_\_\_\_ Rs. (**Amount in words**)

Wishing you all the best in your new role.

For the **Company Name,**

Authorized Signatory.