To Place :

The Employee Name, Date:

Employee ID,

Designation,

Department.

**Sub: Letter for job transfer to \_\_\_\_\_\_\_\_\_ branch.**

As per the management orders you are directed to transfer to our \_\_\_\_\_\_\_\_\_\_ branch with effect from \_\_\_\_\_\_\_\_\_\_.

We value your contribution to this branch but due to the shortage of manpower, you are getting transferred.

You are entitled to get the same benefits and hope you will give your best there as well.

For the **Company Name,**

Authorized Signatory.