

# Official Employee Transfer Letter

Subject: Employee Transfer Notification

Dear [Employee Name],

This letter serves as official notification of your transfer from [Current Department/Location] to [New Department/Location] effective from [Transfer Date]. Your skills and contributions have been valuable, and we are confident that you will continue to excel in your new role.

Please coordinate with your current and new department heads to ensure a smooth transition. We wish you the best in your new assignment.

Sincerely,

[Manager Name]

[Designation]

[Company Name]

**Get more templates here:** <https://www.lettersandtemplates.com/letters/company-transfer-letter>