

Temporary Employee Transfer

Subject: Provisional Transfer to [Department/Location]

Dear [Employee Name],

This letter confirms your provisional transfer to [New Department/Location] starting [Date] for a period of [Duration]. During this time, you are expected to perform all duties assigned in your new role while maintaining communication with your previous department as needed.

Thank you for your flexibility and cooperation.

Regards,

[Manager Name]

[Designation]

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