

## EMPLOYEE TRANSFER LETTER



Date: November 23, 2020

To,  
{{ATTN}}  
{{ADDRESS}}  
{{POSTAL CODE}}  
{{COUNTRY}}

Employee code:  
Through: Department Head

**Subject:** Letter of Employee Transfer

To: Whom It May Concern / Dear Mr. Mrs. {{Name}},

As part of organization rotation plan, its future need and with a view to enriching your Knowledge and experience it has been decided to place you in {{Department Name}} from your present assignment in {{current Department}} w.e.f. {{Date}}.

You will report to Mr /Mrs {{Name}} For further instruction.  
We wish you good luck in your new assignment.

Yours faithfully,

For {{Current company name}}  
Authorized Signatory

Following information may kindly be sent to personnel department:

Mr./Ms. {{Name}} has been relieved on \_\_\_\_\_.  
Mr./Ms. {{Name}} has reported for duty on \_\_\_\_\_.

Kindly report me in my office on {{Date, Year}} at {{Time}} to sign the document of transfer and discuss your new salary statements. Your new designation will be immediately effective after this paper formality of transfer.

I am very much confident that you will perform excellent on this new job position and handle this new challenging responsibility with great enthusiasm. Wish you all the absolute best for your new position. Thanks, and regards,

{{Signature}}

{{Formal Name + Title}}



# Internal Job Transfer Letter Sample

**Wenbin Ji**

A decorative graphic element consisting of a light blue horizontal bar with a rounded right end, and a red-to-white gradient semi-circle behind it.

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