REFERENCE NO. DATE:

**TRANSFER LETTER**

**EMPLOYEE NAME**

**DESIGNATION**

**DEPARTMENT**

DEAR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

THIS IS TO INFORM YOU THAT YOUR SERVICES ARE BEING TRANSFERRED FROM CURRENT DEPTT / LOCATIONTO NEW DEPTT / LOCATION WITH EFFECT FROM **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**.

THUS, YOU ARE HEREBY REQUESTED TO REPORT TO REPORTING MANAGER AT NEW LOCATIONWITH EFFECT FROM **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**.

THANKING YOU,

**FOR COMPANY NAME**

**AUTHORISED SIGNATORY**