**Branch Transfer Letter Format**

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| **To,**  **[Name of the recipient],**  **Mention Designation and department**  **[Date].**    Sub: Branch transfer letter to employee  Greetings, employee  This is to advise you on behalf of our firm (mention the company's name) that the concerned department (mention the department's name) has decided to transfer to the (mention the department's name) which is located at (mention the department's name) (mention the location).  We are certain that you will continue to be a productive and hardworking employee in our new department. For your new location, our company will provide you with some additional amenities.  For your new designation, you will receive transfer and dwelling rent allowances. Your new job will begin on April 1st (mention the date of the work). On your first day as a new employee, you must report to Mr. (insert senior's name) of (insert department's name).  For your new position, your salary will be increased by (insert amount) rupees. I'm hoping that, as in the past days, you will be really useful to us in your new position.  I'd like to congratulate you on behalf of the company once more. I wish you many happy years ahead.  All the best to you.  Thank you,  With regards,  [Name of the sender],  [Designation],  [Organization name] |

**Branch Transfer Letter Example**

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| **To,**  **Mr. Akash Mistry,**  **Sr. SEO Executive, Marketing,**  **22/03/2021**    Sub: Branch transfer letter to employee  Dear Akash,  This is to inform you on behalf of our company XYZ Solutions Pvt. Ltd. that the concerned Human Resource Department has decided to transfer to another branch of our company that is located in Surat, Gujarat.  We are certain that you will continue to be a productive and hardworking employee in our new branch. For your new location, our company will provide you with some additional amenities.  For your new designation, you will receive transfer and dwelling rent allowances. Your new job will begin on April 1st 2021. On your first day as a new employee, you must report to Mr. Sen of the Marketing department.  For your new position, your salary will be increased by 30,000 rupees. I'm hoping that, as in the past days, you will be really useful to us in the new branch.  I'd like to congratulate you on behalf of the company once more. I wish you many happy years ahead.  All the best to you.  Thank you,  With regards,  Samira Sen  Human Resource Manager  XYZ Solutions Pvt. Ltd. |

**Format 1**

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| Date: September 15, 2021  To,  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee code:  Through: [Mention the decision maker’s name/department]  Subject: Letter of employee transfer.  To: Whom it may concern,  As part of the organization's [mention the reason], it has been decided to move you from your current branch as an Important Manager to the new branch situated in Surat, Gujarat, effective [date].  For additional instructions, you will report to [reporting manager’s name].  Please attend my office at [time and day] to sign the transfer papers and review your new pay statements. After this written formality of transfer, your new branch location will take effect immediately.  I have confidence in your ability to thrive in your new workplace and to take on this new difficult duty with zeal. I wish you the best of luck in your new workplace. Regards and thanks.  Sincerely,  Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |

**Format 2**

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| To,  Mr. \_\_\_\_\_\_\_\_ [Receiver]  \_\_\_\_\_\_\_\_\_\_\_\_ [Job designation]  \_\_\_\_\_\_\_\_\_\_\_\_ [Company name]  \_\_\_\_\_\_\_\_\_\_\_\_ [Address].  Date : DD-MM-YYYY.  Subject - Transfer letter.  Mr./Mrs.\_\_\_\_\_\_,  This letter is to tell you that, as discussed on [date], you will be transferred to our partner's firm, [Company Name], on [date].  [Decision Maker’s Name], [Decision Maker’s Designation], has promoted you to [designation], [department] that is situated at Mumbai.  Your monthly remuneration will be $ 72,000, and all other terms and conditions will remain the same as they were when you were hired.  Your compensation will be subject to subjective performance evaluations.  Mr. Benjamin, Marketing Manager, has scheduled a meeting with you on September 4, 2022 to discuss your duties and responsibilities.  I'm hoping that this opportunity will allow you to contribute to the firm and continue to work with us.  I wish you luck.  Regards,  Merina Jonas  HR manager. |

**Format 3**

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| To  [The Recipient Name]  [Designation]  Dear [X],  I [name] [title] from [department name] am writing to inform you about the transfer of Mr. [name] to our [name] branch. Mr. [name] has been working with us for the last [number] years. He was hired as [designation] and through his sheer hard work and perseverance, he has risen to the post of [designation].  When the post of [name] was vacant in our [name] branch, Mr. [name] ‘s name came up and it was unanimously decided that he would be the best person to represent our office and train the team there, as he has extensive experience in this field, and he has led our office team multiple times in such projects.  His mentorship has enabled many of his team members to rise and become better professionals. His efforts and commitment would always be remembered in this office, and we are sure that wherever he goes he would be valued for these traits.  [Date] would be his last working day in this office. We have planned a little farewell for him in [place] at [time] on [date]. Let us send him off with good memories and wish him all the best for the future. Looking forward to seeing you all there,  Yours sincerely,  [Your Name]  [Designation] |