**Branch Transfer Letter**

*A branch transfer letter is an official letter written by an employer to an employee informing them of transfer from one branch to another branch.*

Date

Subject - Branch transfer

Dear \_\_\_,

Your position as the **\_\_** has been transferred from the **\_ branch to the \_** branch. This change will be applicable from \_\_\_\_ till further notice.

The decision has been made keeping in mind the following factors:

You will be required to report to **\_\_** at 10AM on **\_ in the \_** branch. If you have any concerns or queries, feel free to contact me.

We wish you luck at your new workplace and will miss you here!

Regards,