

Employee Transfer Letter Example

Robert Clark

Human Resources Manager

Innovative Tech Solutions

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February 13, 2025

Angela Martinez

Senior Systems Analyst

Innovative Tech Solutions

1234 Tech Park Blvd

Tech City, CA 95113

Salutation

Dear Ms. Martinez,

Introduction

We are excited to inform you that effective May 1, 2025, you will be transferred from your current role as Senior Systems Analyst at our main campus in Tech City to the same position at our newly established branch in Boston, MA. This transfer is part of our strategic plan to expand our operational capabilities and enhance our service delivery on the East Coast.

Body

Your new responsibilities will include leading the systems analysis team in Boston, where you will apply your expertise to optimize our network infrastructure and data

management systems. Your exceptional analytical skills and thorough understanding of our technology stack make you the ideal candidate to spearhead this critical expansion effort.

To support your relocation, Innovative Tech Solutions will provide a comprehensive relocation package that covers all moving expenses, a housing allowance for the first three months, and a cost-of-living adjustment to facilitate your transition to Boston. An orientation program is scheduled for your first week at the Boston office, which will introduce you to the local team and outline the specific objectives for your new role.

Conclusion

Please meet with your current supervisor, Mr. Jason Lee, by April 15 to discuss the transition of your ongoing projects. We expect a seamless handover and trust that your professionalism will ensure continuity of service during this period. This relocation not only aims to position our company for greater success but also offers you a significant opportunity for professional growth and leadership development.

Closing

Thank you for your hard work and commitment to our company. We look forward to seeing you bring your unique talents to our Boston operations and are confident in your future success at this new location. Please confirm your acceptance of this transfer by returning a signed copy of this letter by March 20, 2025.

Sincerely,

Robert Clark

Human Resources Manager

Innovative Tech Solutions