

Transfer Letter to Employee from one Location to Another Example

John Doe

1234 Main Street

Anytown, CA 12345

johndoe@example.com

February 13, 2025

Lisa Carter

Operations Manager

XYZ Enterprises

9876 Branch Avenue

Anytown, CA 12345

Salutation

Dear Ms. Carter,

Introduction

This letter officially notifies you of your transfer from our main office in Anytown to our newly established branch in Rivertown, effective April 1, 2025. This move is part of our strategic expansion efforts and reflects our confidence in your abilities and commitment to the company.

Body

Your new role in Rivertown as Branch Manager will involve significant responsibilities, including setting up the new office, hiring and training new staff, and overseeing the daily operations to ensure they align with our corporate goals. Your extensive

experience with our operations and your leadership skills will be vital as you represent our company in a new market, aiming to establish strong community links and drive our business forward.

We have chosen Rivertown for expansion due to its growing market potential and strategic location. Your mission will be to capitalize on this opportunity by implementing efficient processes and creating a productive work environment that mirrors the values and practices of our headquarters. You will also be responsible for reporting directly to the regional director and coordinating with other departments to ensure that the branch's needs are met and that it contributes positively to our overall business objectives.

Conclusion

To facilitate your transition, we will provide relocation assistance, including temporary housing and a relocation bonus. We expect you to continue your duties in Anytown until March 31 and begin your new role in Rivertown starting April 1. Your first two weeks will include a series of orientation sessions and strategic planning meetings to set objectives for the coming year.

We highly value your dedication and enthusiasm for taking on this new challenge. Your proactive engagement in this transition is crucial for the success of our new branch, and we are here to support you every step of the way.

Closing

Sincerely,

John Doe

Director of Human Resources

XYZ Enterprises