

Transfer Letter for Government Employee Example

Johnathan Morris

Personnel Officer

Department of Health Services

1234 Government Plaza

Capital City, DC 20001

johnathan.morris@dhs.gov

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Cynthia Ramirez

Public Health Advisor

Department of Health Services

9876 Health Lane

Capital City, DC 20001

Salutation

Dear Ms. Ramirez,

Introduction

This letter serves as formal notification of your transfer from your current position as Public Health Advisor at the Central Office of the Department of Health Services, Capital City, to the Regional Health Office in Springfield, State of Emerald. This transfer will take effect on April 1, 2025, and comes as part of our strategic efforts to strengthen public health initiatives across regional locations.

Body

In your new role at the Springfield office, you will continue your duties as a Public Health Advisor, with additional responsibilities that include overseeing regional public health campaigns and liaising with local government units to implement state health policies effectively. Your expertise in public health policy and your proven track record in program management make you ideally suited to lead our efforts in these critical areas.

The Department values your dedication and the contributions you have made towards public health improvement. We believe that your skills and experience will be invaluable in Springfield, where you will play a key role in expanding our outreach and impact on community health.

To facilitate your relocation, the Department will provide you with a comprehensive relocation package, which includes moving assistance and a temporary housing allowance. We will also arrange for an orientation session to help you acclimate to your new office and team.

Conclusion

Please coordinate with the Human Resources Division by March 15, 2025, to finalize the details of your transfer and relocation benefits. We expect your transition to be smooth and without significant disruption to the ongoing projects under your current purview.

Closing

Thank you for your continued service and commitment to public health. We look forward to your leadership in Springfield and are confident that your contributions will have a significant positive impact on our regional health initiatives.

Sincerely,

Johnathan Morris

Personnel Officer

Department of Health Services