

Employee Transfer Approval Letter

Date: [Insert Date]

To,

[Employee Name]

[Employee Address]

Dear [Employee Name],

We are pleased to inform you that your request for transfer to [New Location/Department] has been approved. This transfer will take effect from [Effective Date].

The decision was made considering your contributions and performance within the company. We believe that this relocation will provide you with new opportunities for professional growth and development.

Please contact [HR Contact/Manager's Name] at [HR Contact Number/Email] for further details regarding your relocation process and any support the company can provide to assist you during this transition.

We wish you all the best in your new role and look forward to your continued contributions to the company.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]