

Workplace Transfer Advisory

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Workplace Transfer Advisory

Dear [Employee's Name],

We would like to inform you that due to [reasons for transfer, e.g., organizational restructuring, employee request, etc.], you are being considered for a workplace transfer to [New Location/Department]. This transfer is expected to take effect on [Effective Date].

Your new role will be [New Job Title] and you will be reporting to [New Supervisor's Name]. We believe that this move will benefit both your career growth and the organization as a whole.

Please feel free to reach out to me if you have any questions or concerns regarding this transfer. We are committed to ensuring a smooth transition for you.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]