

Letter of Assurance for Transfer Request

Date: _____

From:

[Your Name]

[Your Position]

[Your Department]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Recipient's Name]

[Recipient's Position]

[Recipient's Department]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to assure you that we are in the process of reviewing your transfer request submitted on [Date of Request]. We understand the significance of this transfer for your career development and personal circumstances.

Our team is currently evaluating your request, and we aim to provide you with a decision within the next [timeframe, e.g., two weeks]. Please be assured that we are taking all necessary steps to ensure a thorough review.

If you have any further questions or require additional information, please do not hesitate to reach out to me directly.

Thank you for your patience during this process.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]