

Letter to Confirm a Transfer, Promotion or Relocation

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [enter recipient],

An announcement was made regarding the allocation and promotion of some employees. This is to confirm that you have been transferred to our new office in [enter place]. Your duties there will remain the same as they are here since you are only transferred to the new office and your promotion has not yet been made. Although you will be able to enjoy some entitlements that were not granted to you here, your salary will remain the same. As you are about to move to a new place and new work environment I would also like to advise you to maintain punctuality and professionalism at the new office as you will be a representative of our [enter branch name] branch there. Your work hours at the new branch will start from [enter date]. Good luck!

Sincerely,

[Your Name]

[Senders Title] -Optional-