Date: [Insert Date]

To: [Employee Name]
Employee ID: [Insert ID]
Current Department: [Insert Department]

Subject: Notice of Mandatory Transfer

Dear [Employee Name],

This letter serves as formal notification that you are being transferred from your current position as [Current Job Title] to the position of [New Job Title] within the [New Department/Branch] department.

Transfer Details:

- **Effective Date:** [Insert Date]
- **New Location:** [Insert Location/Address]
- **New Supervisor:** [Insert Manager Name]
- **Work Schedule:** [Insert Hours/Shift]

This transfer is mandatory and is a result of [State Reason, e.g., departmental restructuring, operational requirements, or project reallocation].

Your current compensation and benefits [will remain unchanged / will be adjusted as follows: Insert Changes]. You are required to report to your new location on the effective date mentioned above. Please coordinate with your current supervisor to ensure a smooth handover of your current responsibilities by [Insert Date].

If you have any questions regarding this transfer or the transition process, please contact the Human Resources department at [Insert Phone Number/Email].

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Acknowledgment of Receipt:

I acknowledge that I have received this notice of mandatory transfer.

_____
[Employee Signature]

[Date]