

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Current Branch: [Insert Current Branch Name]

Subject: Notice of Mandatory Branch Transfer

Dear [Employee Name],

This letter serves as formal notification that you are being transferred from your current position at the [Current Branch Name] to our [New Branch Name] located at [New Branch Address].

This transfer is mandatory and is based on [mention reason, e.g., operational requirements, restructuring, or business expansion]. Your transfer will be effective as of [Effective Date].

Please note the following details regarding your relocation:

- **New Role/Title:** [Insert Job Title]
- **Reporting Manager:** [Insert Manager Name]
- **Work Schedule:** [Insert Shift/Hours]

Your current terms and conditions of employment, including your salary and benefits, will remain unchanged unless otherwise specified in the attached documents. You are requested to complete your handover process at your current branch by [Last Date at Current Branch] and report to the new branch on [Start Date at New Branch].

Please sign and return a copy of this letter to the HR department by [Deadline Date] to acknowledge receipt of this transfer notice.

We appreciate your cooperation and your continued contribution to the company during this transition.

Sincerely,

[Name of Authority]

[Job Title]

[Company Name]

Employee Acknowledgment:

I, [Employee Name], acknowledge receipt of this transfer letter and understand the terms of my relocation.

Signature: _____ Date: _____