

[Current Date]

[Employee Name]

[Employee ID]

[Current Address]

Subject: Mutual Agreement for Transfer to Subsidiary Company

Dear [Employee Name],

This letter serves to formally document the mutual agreement regarding your inter-company transfer from **[Current Parent/Holding Company Name]** to our subsidiary, **[Subsidiary Company Name]**, effective **[Effective Date]**.

The terms and conditions of this transfer are as follows:

- **New Position:** Your job title will be [Job Title] reporting to [Manager Name/Title].
- **Location:** Your primary place of work will be [New Office Location/Address].
- **Continuity of Service:** For the purposes of calculating seniority and employment benefits, your original start date of [Original Hire Date] will be recognized by the subsidiary company.
- **Compensation and Benefits:** Your current base salary and benefit package will [remain unchanged / be updated as per the attached schedule].
- **Transfer of Obligations:** As of the effective date, [Subsidiary Company Name] will assume all employer responsibilities and liabilities related to your employment.

By signing this letter, both the employee and the employer acknowledge that this transfer is made by mutual consent and that all previous employment contracts with [Current Parent Company Name] are superseded by the terms of the new employment agreement with [Subsidiary Company Name].

Please sign and return a copy of this letter to the Human Resources department by [Deadline Date].

Sincerely,

[Name of Authorized Official]
[Title]
[Current Parent Company Name]

Employee Acceptance:

I, [Employee Name], hereby agree to the terms of the transfer as outlined above.

[Employee Signature]
Date: _____