

Employee Transfer Letter One Branch Another

From,
Nevada Ware
P.O. Box 597 4156 Tincidunt Ave
Green Bay Indiana 19759
(985) 834-8285

05-06-2014

To,
Christian Emerson
P.O. Box 886 4118 Arch St.
Rolling Hills Georgia 92358

Subject: (_____)

Dear Christian Emerson,

I am writing this letter to inform you that you are getting transferred from our Peetampura branch to Safdargunj Branch as discussed with you.

You will be starting to take your responsibilities from 16th May 2018.

You will have to report Mr. Anay Sahoo on your first day. He will take care of your on boarding process.

If you require a cab facility to the new location, please contact the Transport Department of your current work location.

Best Regards,
Nevada Ware
Operations
ESX Solutions

