

Employment Transfer Letter

From,
Aaron Trujillo
Ap #146-3132 Cras Rd.
Kingsport NH 56618
(983) 632-8597

05-08-2000

To,
Liberty Walton
343-6527 Purus. Avenue
Logan NV 12657

Subject: (_____)

Dear Liberty Walton,

The letter is a formal notice of the information that Mr/Ms ----- (mention the name) working as ----- (mention the designation) in the ----- (mention the department) is now will be transferred to ----- (mention the department) as ----- (mention the designation).

The transfer will be applicable from ----- (mention the complete date) and we are proud to tell you that you have been transferred to a better position and place with an overall increase in pay scale.

You are now being transferred to the ----- branch as per your request after viewing your performance of several months. You will have to join the office as ----- from ----- (mention the date). As a grace period, you are given a 15 days break where you can spend some leisure time and also do some research about your new position. We would like to congratulate you on this achievement and would hope to see you in a new position soon.

Thank you,

Regards:
Aaron Trujillo
Designation
Contact details
Signature

