

Job Transfer Email

From,
Cara Whitehead
4005 Praesent St.
Torrance Wyoming 22767
(725) 757-4047

03-04-1997

To,
Sonya Ray
Ap #315-8441 Eleifend Street
Fairbanks RI 96892
(275) 730-6868

Subject: (-----)

Dear Sonya Ray,

The mail is to formally inform you about your transfer to the-----
department as ----- at----- (location). We have been reviewing your
performance from the past some months and now we have decided that you deserve
this upgrade in your position and all over pay scale.

The Transfer will be effective from ----- (date). You are also giving some grace
period to relax before you join as ----- in the ----- department at -----
----- (location). If you have any questions regarding the same, you can get in touch
with the Human Resource department.

Please feel free to talk to us for any clarifications.

Wishing you all the best in all your future endeavors.

Best regards,
(Signature)
Cara Whitehead
Designation

