

## Official Transfer Notice

Date: [Redacted]

To,

[Redacted]  
[Redacted]  
[Redacted]

Subject: [Redacted]

Dear [Redacted],

This is to notify you that [Redacted], holding the position of [Redacted], is officially transferred from [Redacted] to [Redacted], effective from [Redacted].

Please ensure the necessary arrangements are made for a smooth transition.

If you have any questions, please contact the HR department.

Sincerely,

[Redacted]  
[Redacted]