

# Transfer Notice

Date: [REDACTED]

To: [REDACTED]

From: [REDACTED]

Subject: Transfer Notice

Dear [REDACTED],

This notice serves to inform you that [REDACTED] is being transferred from [REDACTED] to [REDACTED] effective from [REDACTED].

Please make the necessary arrangements to ensure a smooth transition. If you have any questions, please contact [REDACTED].

Sincerely,

[REDACTED]

[REDACTED]