

## Letter of Transfer

Date: [REDACTED]

To,

[REDACTED]  
[REDACTED]

Subject: [REDACTED]

Dear [REDACTED],

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

Please ensure a smooth transition and extend your full support during this period.

Sincerely,

[REDACTED]  
[REDACTED]  
[REDACTED]