

Business Contracts



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<<Company>> TRANSFER NOTICE

<<CurrentDate>>

To: <<ContractFirstName>> <<ContractLastName>>, <<ContractJobTitle>>

Re: Notice of Transfer

This notice is to inform you that due to << insert reason here >>, you will be transferred to the << insert new department or new location >> effective <<StartDate>>.

Enclosed you will find information that includes details about support services available to help ease your transition, as well as other information that you may find useful regarding the impacts of your transfer. If you have additional questions, you may contact <<HRContactName>> in the Company Human Resources Department at <<HRPhone>>.

Your salary and company benefits will remain the same. The Human Resources Department is also available to answer any other questions you may have concerning all Company policies, benefits, and other

DEMO CONTRACT

This demo contract has been truncated to only show part of the first page. The complete editable version of this document is available in the Contract Pack template collections <http://www.proposalkit.com/htm/legal-contract-templates/human-resources-templates/employee-transfer-notice-letter-template.htm>

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S A M P L E

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