

Dear Mr./ Mrs./ Ms. [Insert the name of whomsoever it is concerned to]

SUB: [Insert the subject concerned to the letter]

Greetings of the day!

Our organization always puts its employees' needs and safety as our top priority. This letter is intended to inform you that you have been transferred from (—) department of (—) to (—) department of (—), located in (—). You have been an excellent employee with a quite pleasing performance record. This transfer is in accordance with an issue that you brought to our concern regarding your health.

As per your request, we have transferred you to the location you requested a week ago. This has been done in your best interest as you will not be required to travel as much and your workload will comparatively be reduced. This decision has been taken in your best interest.

You will be provided with allowances like (—) and insurance. Any pending salary or allowance that is yet to be received by you can be brought to the attention of your superiors, and necessary steps will be taken to insure that it is provided.

I hereby officially transfer you to (—) in goodwill. We sincerely hope that your health condition improves quickly. It was a pleasure having such a good employee amidst us for the past (—) years and we wish you all the best for your future endeavors.

Thank you very much!

Best Wishes and Regards,

[Insert the Name of the Sender]

[Insert the Designation]

[Insert the Contact Details]