

REPLY TO REQUEST FOR TRANSFER

Dated:

To,

Sub - Transfer from _____ to _____

This has reference to your application dated requesting us to put you on the job at Company's new division at As per your request, the Management has decided to provide the work to you at the address mentioned above. You are requested to report for work there immediately and also request to report to Shri are available in our Labour Department. Kindly, take the note of the same.

Thanking you,

Yours faithfully,
For

(.....)

I have seen the Order and rules.

As token of acceptance, I am putting my signature.