

TRANSFER ORDER - III

Ref. No.

Date - _____

To,

Sub : Transfer Order

Dear Sir,

You are working with us at our factory / office at (address). We require your service at our Office / Factory to meet business requirements. Therefore, we have decided to transfer you from to Office w.e.f.

Since your services are transferred to , you will be paid additional allowance of Rs. per month to meet additional expenses that would be caused to you by virtue of your posting in All other service conditions will remain same.

Initially this transfer is expected for the period of six months. Depending upon the requirements of work, the period will be extended or reduced.

Since you are transferred to, you will be paid Second Class Train fair or bus fair from to You will be paid other charges as per the rules of the Company. You are requested to report to Shri in Office on dt. You are requested to handover the charge to Shri immediately.

Thanking you,

Yours faithfully,

For

(.....)

DRAFT