

**TRANSFER ORDER - I**

Date - \_\_\_\_\_

To,

Mr \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Sub: Transfer from ..... to.....**

Dear Sir,

You are working with us as a ..... in managerial category. We require your services at the \_\_\_\_\_ Plant, as at present work can be offered to you only at \_\_\_\_\_. Therefore, we have decided to transfer your services from ..... to \_\_\_\_\_ with effect from.....

Since your services are transferred to \_\_\_\_\_, you will be entitled to remuneration as under:

**(Mention the details)**

All other service conditions will remain same and Management will take all precautions to see that you are not adversely affected.

We expect that the posting in \_\_\_\_\_ will be for a period of \_\_\_\_ year/s initially. Depending upon the requirement of work, the period will be extended or reduced.

Since you are transferred to \_\_\_\_\_, you will be entitled to benefits incidental to transfer as per Rules of the Company. You are requested to hand over charge to Shri ..... at \_\_\_\_\_ and you are requested to report to Shri ..... in \_\_\_\_\_ on or before .....

Thanking you,

Yours faithfully,

DRAFT