**DEPUTATION/ TRANSFER LETTER**

***DD/MM/ YYYY***

***First and Last Name***

***Employee ID  
Designation***

***Location***

**Sub- Letter of deputation/ transfer**

Dear ***(Employee Name),***

This is further to our discussion with you, we are pleased to inform you that you are being deputed/ transferred/ relocated from \_\_\_\_\_\_\_\_\_\_\_\_ ***(current location)*** to \_\_\_\_\_\_\_\_\_\_\_\_ ***(new location)***, w.e.f.\_\_\_\_\_\_\_\_\_\_\_ ***(effective date)***, for the period of \_\_\_\_\_\_\_\_\_ **months/ year/s**, on continuation to your services with **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Company Name)***.

Your Reporting Manager during deputation/ after transfer/ relocation will be \_\_\_\_\_\_\_\_\_\_\_\_\_ ***(designation)***.

Effective from \_\_\_\_\_\_\_\_\_\_\_\_ ***(effective date)*** you will be entitled to Additional CCA of Rs. \_\_\_\_\_\_\_\_\_ (rupees in amount), \_\_\_\_\_\_\_\_\_\_\_\_ only/- (Rupees in words) monthly/ yearly for the said tenure.

We wish you all the best.

Sincerely,

***Name and Signature of Authorized Signatory***

***Designation***

***Organization seal***