Date

Name

Address

Dear Ms. Jennifer,

This letter is being written to show my disagreement with the transfer of Mr. Johnson (Operations Head) to the other branch (XYZ) of ABC Limited.

I understand that the XYZ branch is suffering from high costs, and Mr. Johnson is the best person who can control and improve cost-effectiveness. However, our branch is also on the brink of losing its profits, and we need his expertise as well. I believe if he gets transferred, our cost management would get affected to a large extent.

I would be grateful to you, if you reconsider your decision of his transfer, and appoint another person for that branch’s cost management. Thank you in advance.

Regards, Jim Smith.