To

[The Recipient Name]  
[Designation]

Dear [X],

I [name] [title] from [department name] am writing to inform you about the transfer of Mr. [name] to our [name] branch. Mr. [name] has been working with us for the last [number] years. He was hired as [designation] and through his sheer hard work and perseverance, he has risen to the post of [designation].

When the post of [name] was vacant in our [name] branch, Mr. [name] ‘s name came up and it was unanimously decided that he would be the best person to represent our office and train the team there, as he has extensive experience in this field, and he has led our office team multiple times in such projects.

His mentorship has enabled many of his team members to rise and become better professionals. His efforts and commitment would always be remembered in this office, and we are sure that wherever he goes he would be valued for these traits.

[Date] would be his last working day in this office. We have planned a little farewell for him in [place] at [time] on [date]. Let us send him off with good memories and wish him all the best for the future. Looking forward to seeing you all there,

Yours sincerely,

[Your Name]  
[Designation]