**Sample Letter for Job Transfer For Employee**

Mr. Shahid Hussain

H.R Manager,

ASM Association.

Subject: Letter for Job Transfer

Dear Shahid, this letter is to inform you that all staff of ASM Association is working with great valour in order to bring success. As you are aware that we have opened a new branch of ASM Association in Islamabad. We are hiring staff for there and competent experienced persons is our priority.

We are pleased to inform that management has decided to shift you in that office as H.R Hiring Representative. You will be provided will extra benefits by company.We are certain, that you will hire quality people who will work with sincerity.

We hope that you will prove to be the best result of our choice.

Regards,

Director,

ASM Association