**TRANSFER ORDER**

**OFFICE ORDER**

Due to administrative reasons, Mr. /Ms. (name) under EMP No: (employee number) is being transferred and posted to (place) in Unit \_\_\_\_\_\_\_\_\_\_\_\_\_with immediate effect. He is expected to report to the General Manager (name) at the earliest.

Mr. /Ms. (name of the General Manager) will brief and relieve him/her for the same.

President

(Through General Manager, \_\_\_\_\_\_\_\_\_)

To,

Mr. /Ms. \_\_\_\_\_\_\_\_\_\_\_\_

EMP No.: \_\_\_\_\_\_\_\_\_\_\_

CC General Manager, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 General Manager, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Accts. Department, HO, \_\_\_\_\_\_\_\_\_\_\_\_\_\_