
Joining Report after Transfer

[Company Name]
Joining Report after Transfer

Date: [Date of Rejoining after Transfer]

To,
[HR Manager's/Department Head's Name]
[New Department/Branch Transferred To]
[Company Name]
[New Location Address]

Subject: Joining Report after Transfer of [Employee's Full Name]

Dear [Manager's Name],

I, [Employee's Full Name], am writing to confirm my rejoining at the [New Location/Department] of [Company Name] as [New Designation] effective [Date of Rejoining]. This transfer marks a new phase in my career within the company, and I am enthusiastic about adapting to the unique responsibilities and objectives of this team.

I am sincerely appreciative of the support extended to me during this transition. Having worked in [Previous Department/Location], I bring with me a strong understanding of our organizational standards and a dedication to upholding these values in the new role. I look forward to learning from the team here and contributing to ongoing and future projects.

Please let me know if there are any formal onboarding requirements specific to this location, or if any additional documentation is necessary to complete the transition process.

Thank you again for the opportunity and support.

Best regards,

[Employee's Full Name]
[New Designation]
[Employee ID]
[Contact Number]
[Email Address]