

英文の帰任・転勤通知サンプル

To whom it may concern:

This letter is to confirm that [Employee name] is an employee in good standing with [company name] since [start date].

We are relocating him to [new city] where his employment will continue uninterrupted from [date].

If you have any questions or require any additional information, please do not hesitate to contact me at [number].

Sincerely,

[Manager Name]

[Title]