

Confirmation Letter of Job Transfer

Mr. Ali Khan,
Falcon's Agency.

Subject: Confirmation Letter of Job Transfer

Dear Ali Khan,

This letter is to confirm you that according to your request for a transfer from the Marketing department to the Accounts department have been approved. Your working skills are considered and you will work in that department on probationary period. Your timing schedule is the same from 9 am to 5pm. You will not be capable of get any allowance until the probationary period will come to an end.

You are directed to follow the regulations of the department; furthermore you are directed to be within your limited area. You will not be allowed to interfere in any matter of Marketing Department. Your new job transfer contract is attached. Do consider all the terms and conditions and signature on that. Hope that you will be sincere to the departmental work.

As discussed in our meeting, you are scheduled for training session at 9 a.m. on June 14. The department head has been informed that you will report to him immediately after the two-hour training session. Mr. Ahsan will be available for your guidance at your new work station. You will continue your job after the session as a regular employee. We hope that you will work with pure devotion.

Wish you best of luck.

Director,
Falcon's Agency