

Transfer / Deputation Letter

HR & WorkTech

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Drafts a transfer/deputation letter with new location, reporting, allowances and continuation of terms. Use it to relocate or depute an employee (ensure a transfer clause exists in the contract).

Purpose of this tool & output

Draft a relocation or deputation letter

How the output is used

Use it to draft a relocation or deputation letter that states the new location, terms and support clearly.

Who receives it

The letter is addressed to the transferred/deputed employee; a copy is kept in the personnel file.

How to submit / file it

Issue the transfer/deputation letter with the location, terms, allowances and reporting, obtain acknowledgement, and file it.

Who should vet it

HR, to confirm the transfer terms and that the transfer clause exists in the contract before issue.

Important cautions

AI-generated draft; ensure transfer clause exists in the contract.

Companion documents

- Offer Letter Template
- Appointment Letter Generator
- Tax-Optimised CTC Structurer
- Internship Offer Letter
- Probation Confirmation Letter
- Promotion / Increment Letter

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.

