

MEMORANDUM

TO: All Staff / Commercial Banking Division
FROM: [Name of Executive/Regional Director]
DATE: [Insert Date]
SUBJECT: Announcement of Commercial Branch Manager Transfers

Dear Team,

I am writing to announce a strategic realignment of our leadership team within the Commercial Banking division. To better serve our clients and leverage internal expertise, the following Branch Manager transfers will be effective as of [Effective Date].

Management Changes:

- **[Manager Name]:** Currently serving at [Current Branch Name], will transition to the role of Branch Manager at [New Branch Name].
- **[Manager Name]:** Currently serving at [Current Branch Name], will transition to the role of Branch Manager at [New Branch Name].

The primary objective of these rotations is to encourage professional growth and bring fresh perspectives to our various commercial hubs. Both managers have demonstrated exceptional leadership and commitment to our corporate goals.

Transition Period:

There will be a handover period starting from [Start Date] to [End Date]. During this time, outgoing managers will work closely with their successors to ensure all client accounts and pending commercial projects are transitioned smoothly.

Please join me in wishing both [Manager Name] and [Manager Name] great success in their new assignments. If you have any questions regarding how these changes may affect your specific department, please consult your immediate supervisor.

Best regards,

[Signature]
[Name of Sender]
[Title]
[Company Name]