MEMORANDUM

TO: [Employee Name/All Wealth Management Staff]
FROM: [Name of Department Head/Management]
DATE: [Insert Date]
SUBJECT: Official Notification of Wealth Management Branch Reassignment

Dear [Employee Name],

This memorandum serves as official notification regarding your professional reassignment within the Wealth Management Division. Effective [Start Date], you will be transferred from the [Current Branch Name] to the [New Branch Name] located at [New Branch Address].

This reassignment is part of our strategic initiative to [Reason for transfer, e.g., optimize client service delivery / balance portfolio expertise / expand regional operations]. Your current role as [Current Job Title] will remain the same, and you will report directly to [New Manager Name/Title] at the new location.

Transition Details:

- **Last Day at Current Branch:** [Date]
- **Reporting Date at New Branch:** [Date]
- **Client Handover Completion Date:** [Date]

Regarding your existing client portfolio, please coordinate with [Name/Department] to ensure a seamless transition of accounts and documentation. All IT assets and personal files should be prepared for transfer by [Date].

We appreciate your continued commitment to providing excellence in wealth management. If you have any questions regarding the logistics of this move, please contact the Human Resources department at [Contact Information].

Sincerely,

[Signature]
[Printed Name]
[Title]
[Company Name]