

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Request for Provident Fund Transfer

Dear [Employee's Name],

We hope this letter finds you well. This is to inform you about the process of transferring your Provident Fund (PF) account due to your employment with [New Company Name].

Please find the details of the necessary information required for your PF transfer:

1. **Current PF Account Number:** [Current PF Account Number]
2. **New PF Account Number (if applicable):** [New PF Account Number]
3. **Employee ID:** [Employee ID]
4. **Joining Date at New Company:** [Joining Date]
5. **Resignation Date from Previous Company:** [Resignation Date]

We kindly request you to fill in the attached PF transfer form and submit it along with the required documents:

- Copy of your resignation letter
- Acknowledgment of your new employment
- Any other relevant documents

Please submit the completed form and supporting documents to the HR department at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]