

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Internal Equity Transfer Notification

We are pleased to inform you that your request for an internal equity transfer has been approved. Effective [Transfer Effective Date], you will be transitioning from the position of [Current Position] in the [Current Department] to [New Position] in the [New Department].

This move is part of our commitment to your professional growth and development, and we believe that this change will benefit both you and [Company Name]. Your new role will involve [brief description of new role responsibilities], and you will be reporting to [New Supervisor's Name] in the [New Department].

Your current compensation and benefits will [remain unchanged/change to reflect the new position], and additional details regarding your transition will be communicated by [HR/Your New Supervisor].

We appreciate your contributions to the team and are excited to see you evolve in your new position. Please feel free to reach out if you have any questions or need further assistance regarding this transfer.

Congratulations on your new role!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

[Enclosure: Transfer Agreement/Additional Information, if applicable]