

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Transfer Announcement

We are pleased to inform you that you have been selected for a transfer from your current position as [Current Position] in the [Current Department] to the position of [New Position] in the [New Department], effective [Transfer Date].

This transfer is in recognition of your contributions and dedication to our team. Your new responsibilities will include [brief description of new responsibilities or duties].

Please note that the terms of your employment, including your salary and benefits, will [remain the same/change to new terms].

We believe this new position will provide you with opportunities for personal and professional growth. Should you have any questions regarding this transfer, please feel free to reach out to [HR Manager's Name] at [HR Manager's Contact Information].

Congratulations on your new role!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]