

[Your Name]
[Your Position]
[Team Name]
[Team Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Player's Name]
[Player's Address]
[City, State, Zip Code]

Dear [Player's Name],

Subject: Transfer Notification

We are writing to inform you of a change regarding your position within the [Team Name]. Effective [Transfer Date], you have been officially transferred to [New Team/Location/Division].

This decision has been made to better align the team's goals and to provide you with new opportunities for growth and development. We believe that this transfer will enhance your career and contribute positively to your skills as a player.

Please be advised that further details regarding your relocation, including travel arrangements and any additional support, will be provided to you shortly.

We appreciate your professionalism during this transition and look forward to your continued success in your new role.

Best regards,

[Your Name]
[Your Position]
[Team Name]