

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Company Transfer Letter

We are pleased to inform you that you have been selected for a transfer to [New Department/Location] within [Company Name], effective [Transfer Date].

Your new position will be [New Job Title], reporting to [New Supervisor's Name]. Your responsibilities will include [Brief Description of New Duties].

We believe that this transfer will provide you with new opportunities for growth and development within our organization.

Please acknowledge your acceptance of this transfer by signing below and returning this letter by [Response Deadline].

We appreciate your contributions to [Current Department/Location] and look forward to your continued success in your new role.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

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Employee Acceptance:

I, [Employee's Name], accept the transfer to [New Department/Location] as detailed above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_