

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Employee Transfer Notification

We are pleased to inform you that you have been officially transferred to the [New Department/Location] effective [Effective Date]. This decision has been made as part of our ongoing efforts to align team skills with business needs.

Your new position will be [New Job Title], and you will report to [New Supervisor's Name]. Your salary and benefits will remain the same, and any changes to your specific responsibilities will be discussed in detail with your new supervisor.

Please confirm your acceptance of this transfer by signing and returning this letter by [Response Deadline]. We believe this transition will provide you with new opportunities for growth within our company.

Thank you for your continued commitment and dedication. We look forward to seeing the contributions you will make in your new role.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]

[Enclosure: Acceptance Form]