

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Transfer Notification

We are pleased to inform you that, effective [Transfer Date], you will be transferred from your current position as [Current Position] in the [Current Department] to the position of [New Position] in the [New Department].

This decision has been made as part of our ongoing effort to support your career development and to align our workforce with the company's strategic goals. Your new responsibilities will include [briefly outline new responsibilities or tasks].

Your compensation and benefits will remain the same, and you will continue to report to [New Supervisor's Name]. We are confident that this change will provide you with new opportunities and challenges.

Please acknowledge your acceptance of this transfer by signing and returning a copy of this letter by [Response Deadline]. Should you have any questions or concerns, feel free to reach out to [Contact Person's Name] at [Contact Person's Phone Number/Email].

We look forward to your continued contributions in your new role.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Contact Information]

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Acknowledgment of Transfer

I, [Employee Name], accept the terms of my transfer as outlined above.

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

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