

[Your Name]  
[Your Position]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employee's Name]  
[Employee's Position]  
[Employee's Department]  
[Company Address]  
[City, State, Zip Code]

Dear [Employee's Name],

Subject: Managerial Transfer Notification

I hope this message finds you well. I am writing to inform you of your upcoming transfer to [New Department/Location] effective [Transfer Date]. This decision is part of our organizational strategy to enhance team collaboration and align our resources more effectively.

Your new role as [New Position] will involve [Brief Description of New Duties/Responsibilities]. We believe your skills and experience will be invaluable in this position and help drive our objectives forward. Please note that your compensation and benefits will remain unchanged during this transition, and any additional training required will be provided to ensure a smooth transition.

We appreciate your flexibility and commitment during this time of change. Should you have any questions or require further details, feel free to reach out to me directly.

Congratulations on your new opportunity. We look forward to your continued contributions in your new role.

Best regards,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company]