

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Department]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Official Transfer Notice

Dear [Recipient Name],

We are writing to formally notify you of your transfer within [Company Name], effective [Transfer Date]. This decision comes as part of our ongoing efforts to [brief reason for transfer, e.g., elevate talent, meet organizational needs, etc.].

Your new position will be [New Position Title], located in [New Location/Department]. In this role, you will report to [New Supervisor's Name] and will be responsible for [brief description of new responsibilities].

Please acknowledge your acceptance of this transfer by signing and returning the enclosed copy of this notice by [Deadline Date].

We appreciate your contributions thus far and look forward to your continued success in your new position.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Company Name]

[Contact Information]

[Enclosure: Transfer Notice Acknowledgment]