

[Date]

[Employee Name]

[Employee ID]

[Current Department]

**Subject: Notification of Project Transfer**

Dear [Employee Name],

This letter is to formally notify you that your current fixed-term assignment with the [Current Project Name] project is scheduled to conclude on [Current Project End Date].

Effective [Transfer Date], you will be transferred to the following project:

- **New Project Name:** [Name of New Project]
- **New Department/Division:** [Department Name]
- **Reporting Manager:** [Manager Name]
- **New Work Location:** [Location/Remote Status]

Please note that your employment remains subject to the original terms and conditions of your fixed-term contract, which is currently set to expire on [Contract End Date]. Your job title and salary will remain unchanged unless otherwise specified in an addendum.

Your new manager will contact you shortly to discuss your specific responsibilities and the onboarding process for the new project. Please ensure that all pending tasks and documentation for your current project are handed over to [Handover Person Name] by [Handover Deadline Date].

Thank you for your continued contributions to the company.

Sincerely,

[Name of Sender]

[Title/Position]

[Company Name]

---

**Acknowledgment:**

I acknowledge receipt of this transfer notification and understand the details outlined above.

\_\_\_\_\_  
[Employee Signature]    Date: \_\_\_\_\_