

[Company Name]  
[Company Address]  
[Date]

[Employee Name]  
[Employee ID]  
[Current Department]

**Subject: Notification of Project Transfer**

Dear [Employee Name],

This letter serves as official notification regarding your transfer from your current project to a new project assignment. As per the terms of your fixed-term employment contract, your skills have been reassigned to meet current operational requirements.

**Transfer Details:**

- **Current Project:** [Name of Current Project]
- **New Project:** [Name of New Project]
- **Effective Date:** [Start Date of Transfer]
- **New Supervisor/Manager:** [Name of New Manager]
- **Location:** [Work Location/Remote Status]

Please note that all other terms and conditions of your fixed-term employment contract, including your contract end date of [Contract End Date], your salary, and your benefits, remain unchanged.

Your primary responsibilities on the new project will include [Briefly List Main Tasks]. You are requested to coordinate with your current supervisor to ensure a smooth handover of your current duties by [Handover Completion Date].

We look forward to your contributions to the [Name of New Project] team. If you have any questions regarding this transfer, please contact the Human Resources department.

Sincerely,

[Signature]  
[Name of Authorized Official]  
[Job Title]

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**Employee Acknowledgment:**

I, [Employee Name], acknowledge receipt of this transfer letter and understand the details of my new project assignment.

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