

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Current Project: [Current Project Name]

Subject: Notification of Project Transfer

Dear [Employee Name],

This letter serves as formal notification that you are being transferred from your current assignment on the [Current Project Name] project to the [New Project Name] project, effective [Start Date].

As a fixed-term employee, your employment remains subject to the terms and conditions outlined in your original employment agreement dated [Insert Original Contract Date]. Please note the following details regarding this transfer:

- **New Reporting Manager:** [Manager Name]
- **Work Location:** [Insert Location/Remote]
- **New Project End Date:** [Insert Date, if different from contract]

Your core roles and responsibilities will be adjusted to align with the requirements of the [New Project Name]. A detailed briefing on your new tasks will be provided by your new manager on your first day of the transfer.

All other terms of your fixed-term contract, including your compensation, benefits, and the original contract expiration date, remain unchanged unless otherwise specified in writing.

Please acknowledge receipt of this transfer notice by signing below and returning a copy to the HR department by [Insert Date].

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Employee Acknowledgment:

I accept the transfer to the new project as outlined above.

Signature: _____ Date: _____