

[Date]

[Employee Name]  
[Employee Address]  
[City, State, Zip Code]

**Subject: Notice of Employment Transfer**

Dear [Employee Name],

We are writing to formally notify you that effective [Transfer Date], your employment will be transferred from [Predecessor Company Name] to [Successor Company Name] as a result of [Reason for Transfer, e.g., acquisition/merger/reorganization].

Please be assured that this transfer is intended to be seamless. The following terms apply to your transition:

- **Position:** Your current role will remain [Job Title], reporting to [Manager Name].
- **Compensation:** Your base salary/hourly rate will remain [Amount].
- **Seniority:** [Successor Company Name] will recognize your original start date of [Original Hire Date] for purposes of seniority and benefit accruals.
- **Benefits:** You will be transitioned to [Successor Company Name]'s benefit plans effective [Date]. Detailed information regarding health insurance, retirement plans, and paid time off is attached.

Your personnel records, including tax documentation and payroll information, will be transferred securely to the new entity. You may be required to complete updated administrative forms, such as a new Form I-9 or direct deposit authorization, by [Deadline Date].

We are excited to have you join the team at [Successor Company Name] and look forward to your continued contributions.

If you have any questions regarding this transfer, please contact [HR Contact Name] at [Phone/Email].

Sincerely,

[Signature]  
[Name of Authorized Representative]  
[Title]  
[Successor Company Name]

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**Acknowledgment:**

I acknowledge receipt of this transfer notice and understand the terms of my employment transition.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date