

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID Number]

**Subject: Notification of Department Transfer due to Corporate Restructuring**

Dear [Employee Name],

As a result of the recent corporate restructuring within [Company Name], we are writing to formally notify you of your transfer to a new department.

Effective [Start Date], your position as [Current Job Title] in the [Current Department] will transition to the role of [New Job Title] within the [New Department]. In this new capacity, you will report directly to [New Manager's Name].

Please note the following details regarding your transfer:

- **New Work Location:** [Insert Location/Office]
- **Reporting Date:** [Insert Date]
- **Compensation and Benefits:** [Your current salary and benefits remain unchanged / Please refer to the attached document for updated terms]

Your duties and responsibilities in the [New Department] will include [Briefly list key responsibilities]. You will receive a formal handover and orientation from your new manager to ensure a smooth transition.

We appreciate your continued commitment to [Company Name] during this period of change. If you have any questions regarding this transfer, please contact the Human Resources department at [HR Phone/Email].

Sincerely,

[Signature]

[Sender Name]

[Sender Title]

[Company Name]