

[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

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

Subject: Notification of Transfer Due to Corporate Restructuring

Dear [Employee Name],

As a result of our recent corporate restructuring, we are pleased to formally offer you a transfer to a new position within the reorganized company structure. This change is designed to better align our talent with our strategic business goals.

Transfer Details:

- **New Job Title:** [Title]
- **New Department:** [Department Name]
- **Reporting Manager:** [Manager Name]
- **Effective Date:** [Date]
- **New Work Location:** [Office Address/City]

Terms and Conditions:

Your current base salary and seniority will remain unchanged unless otherwise specified in the attached compensation summary. You will be eligible for the following relocation assistance: [List benefits or "N/A"].

Next Steps:

Please review the attached updated job description. To confirm your acceptance of this transfer, please sign and return this letter by [Deadline Date].

We believe your skills will be instrumental in the success of this new corporate structure. If you have any questions regarding this relocation, please contact the HR Department at [Phone/Email].

Sincerely,

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

Employee Acceptance:

I accept the transfer and the terms outlined in this letter.

Signature: _____ Date: _____