

[Date]

[Employee Name]
[Current Job Title]
[Current Department]

Subject: Notification of Departmental Transfer

Dear [Employee Name],

Following recent performance reviews and departmental assessments, this letter serves as formal notification that you are being transferred from the [Current Department] to the [New Department], effective [Effective Date].

Your new role will be [New Job Title], reporting directly to [Supervisor Name]. This transfer is intended to better align your demonstrated skills in [Specific Skill/Area] with the operational needs of the [New Department] and to provide a structured environment for continued professional development.

The terms of your transfer are as follows:

- **New Work Location:** [Building/Office Number]
- **New Work Schedule:** [Hours/Shift]
- **Reporting Date:** [Date]

During the first [Number] days of this transition, you will undergo a performance integration period. During this time, your supervisor will meet with you weekly to establish key performance indicators (KPIs) and ensure you have the necessary resources to succeed in this new environment.

Please coordinate with your current supervisor to complete any outstanding tasks and hand over existing projects by [Handover Deadline Date].

We look forward to your contributions in this new capacity. Please sign below to acknowledge receipt of this transfer notification.

Sincerely,

[Name]
[Title]
[Company Name]

Acknowledgment of Receipt:

Signature: _____ Date: _____