

[Date]

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

Subject: Notification of Alternative Role Placement and Transfer

Dear [Employee Name],

Following our recent discussions regarding [reason for transfer, e.g., organizational restructuring / redundancy of current position / performance adjustment], we are pleased to confirm your transfer to an alternative role within [Company Name].

Effective [Start Date], your new position will be [**New Job Title**] reporting to [**Manager Name**] in the [**New Department**] department.

The terms and conditions of your employment regarding this transfer are as follows:

- **Salary/Wage:** [Amount] per [period]
- **Work Location:** [Office Location/Remote Status]
- **Working Hours:** [Schedule details]
- **Duties:** Your primary responsibilities will include [brief description of key tasks].

All other terms of your existing employment contract not mentioned above will remain unchanged. [Optional: Please note that this role includes a trial period of X months to ensure the placement is suitable for both parties.]

Please indicate your acceptance of this transfer by signing and returning a copy of this letter by [Deadline Date].

We look forward to your continued contribution to the team in this new capacity.

Sincerely,

[Signature]
[Name of Sender]
[Job Title]
[Company Name]

Employee Acceptance:

I, [Employee Name], accept the transfer to the position of [New Job Title] under the terms outlined above.

Signature: _____ Date: _____