

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Current Position: [Insert Current Job Title]

Subject: Mutual Agreement for Performance-Based Role Transfer

Dear [Employee Name],

This letter serves to formally document the mutual agreement between [Company Name] and yourself regarding your transfer to a new position. Following our recent performance reviews and discussions held on [Date], both parties agree that a transfer is the most effective way to align your current skill set with the operational needs of the company.

Transfer Details:

- **New Position Title:** [Insert New Title]
- **Department:** [Insert New Department]
- **Reporting Manager:** [Insert Manager Name]
- **Effective Date:** [Insert Date]

Terms and Conditions:

By signing this letter, you acknowledge and agree to the following:

- The responsibilities of the new role have been explained to you in detail.
- Your compensation will be [adjusted to/remain at] [Insert Salary Amount] per [year/hour].
- A new performance evaluation period of [Number] days will begin on the effective date to ensure a successful transition.
- All other terms of your original employment contract not mentioned here remain in effect.

This transfer is intended to provide a fresh environment for professional growth and to better utilize your strengths within the organization.

Please sign below to indicate your voluntary acceptance of this transfer and the terms outlined above.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Acceptance:

I, [Employee Name], hereby agree to the transfer and the terms described in this letter.

Signature: _____ Date: _____