

Subject: Internal Department Cross-Training Transfer - [Employee Name]

Dear [Manager Name],

This letter serves to formally document the internal cross-training transfer for [Employee Name] from the [Current Department] to the [Host Department].

The details of the training period are as follows:

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Training Supervisor:** [Name of Training Supervisor]
- **Schedule:** [Full-time / Specific Days / Hours]

During this period, the employee's primary objective will be to acquire skills in [Specific Skill/Process] and gain a deeper understanding of [Department Objective].

Upon completion of this cross-training, [Employee Name] is scheduled to return to their original role in [Current Department] on [Return Date]. All current compensation and benefit structures will remain unchanged during this temporary transfer.

Please sign below to acknowledge the approval of this cross-training arrangement.

Sincerely,

[Your Name]

[Your Title]

[Date]

Acknowledge & Accepted:

[Employee Signature]

[Receiving Manager Signature]