

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Current Department:** [Insert Current Department]

**Subject: Cross-Functional Training Rotation Transfer**

Dear [Employee Name],

This letter serves as formal notification regarding your upcoming cross-functional training rotation. As part of our professional development initiative, you have been selected to rotate into the [Host Department Name] department.

**Rotation Details:**

- **Effective Start Date:** [Insert Date]
- **Scheduled End Date:** [Insert Date]
- **Host Supervisor:** [Name of Supervisor in New Dept]
- **Training Role/Title:** [Insert Temporary Title]
- **Work Location:** [Insert Location/Office Number]

During this period, your primary responsibilities will focus on [Brief Description of Key Learning Objectives]. This rotation is designed to broaden your understanding of our business operations and enhance your skill set within the organization.

Your current compensation, benefits, and seniority status will remain unchanged during this temporary assignment. Upon completion of the rotation, you are scheduled to return to your permanent position in the [Current Department Name] department, unless otherwise notified in writing.

Please coordinate with your current supervisor, [Current Supervisor Name], to ensure a smooth transition of your current tasks before the start date.

We look forward to your contributions to the [Host Department Name] team and wish you a productive learning experience.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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**Employee Acknowledgment:**

I accept the terms of this training rotation and understand the objectives outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_