

[Your Name]
[Current Department/Rotation]
[Employee ID]
[Date]

[Manager's Name]
[Department Name]
[Company Name]

Subject: Notification of Rotational Training Transfer - [Your Name]

Dear [Manager's Name],

I am writing to formally confirm the completion of my current rotation in the [Current Department Name] department, effective [End Date]. As part of the [Name of Training Program], I will be transferring to my next rotation in the [New Department Name] department starting on [Start Date].

During my time with the [Current Department Name] team, I have gained valuable experience in [Briefly Mention Key Skill or Project]. I want to thank you and the team for the mentorship and support provided during this phase of my professional development.

I have ensured that all my current tasks and responsibilities are documented for a smooth handover. My primary contact for the transition of my duties will be [Colleague's Name].

I look forward to applying the skills I have learned here to my next rotation and continuing my growth within [Company Name].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]
[Your Email Address]

cc: [HR Representative Name], [New Department Manager Name]