

[Date]

[Employee Name]
[Current Job Title]
[Current Department]

Subject: Internal Transfer Confirmation

Dear [Employee Name],

We are pleased to confirm your internal transfer to the position of [New Job Title] within the [New Department] department, effective [Effective Date].

This transfer is part of our commitment to talent development and career growth. Your new responsibilities will include:

- [Key Responsibility 1]
- [Key Responsibility 2]
- [Key Responsibility 3]

Terms of Transfer:

- **Reporting Manager:** [Manager Name]
- **Location:** [Office Location/Remote]
- **Compensation:** [Specify if salary remains same or changes]
- **Work Schedule:** [Hours per week/Shift details]

Please coordinate with your current manager, [Current Manager Name], to ensure a smooth transition of your current duties by [Transition End Date].

We look forward to your continued contributions and professional growth in this new role. Please sign below to acknowledge your acceptance of this transfer.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Employee Acknowledgment:

I accept the transfer to the position of [New Job Title] under the terms described above.

Signature: _____ Date: _____