

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Current Department: [Current Department Name]

Subject: Notification of Interdepartmental Cross-Training Transfer

Dear [Employee Name],

This letter serves as official notification regarding your temporary transfer for interdepartmental cross-training. This initiative is designed to broaden your professional skills and enhance operational flexibility within the organization.

Transfer Details:

- **Host Department:** [Target Department Name]
- **Training Supervisor:** [Name of Supervisor in New Dept]
- **Start Date:** [Insert Date]
- **Estimated End Date:** [Insert Date]
- **Work Schedule:** [Insert Hours/Days]

During this period, your primary job title and compensation will remain unchanged. Your duties will focus on [Brief Description of New Tasks/Skills to be Learned]. Upon completion of this cross-training period, you will return to your permanent position in the [Current Department Name] department.

Please meet with [Name] at [Time] on your start date for your initial orientation. We look forward to the contributions you will make to the [Target Department Name] team during this time.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acknowledged by:

[Employee Signature]