

[Date]

[Employee Name]
[Current Department]

Dear [Employee Name],

Welcome to the [New Department Name] team! We are very pleased to have you join us as our new [New Job Title] starting on [Start Date].

Your internal transfer and relocation to our [Location/Office Name] office represents an exciting step for the department. Your previous experience at [Company Name] will be an asset to our current projects.

Reporting Details:

- **Manager:** [Manager Name]
- **Work Station:** [Desk Number/Building]
- **Arrival Time:** [Time]

Relocation Support:

As part of your transfer, [Name of HR Contact] will be your point of contact regarding your relocation package and moving logistics. Please ensure all relocation documentation is submitted by [Deadline Date].

On your first day, we have scheduled a team lunch and an orientation meeting to introduce you to our specific workflows and tools. You will also meet [Buddy Name], who will help you settle into the new office location.

We look forward to your arrival and your contributions to the team.

Sincerely,

[Sender Name]
[Sender Title]
[New Department Name]