

[Date]

[Employee Full Name]

[Current Employee ID]

[Current Department]

Subject: Internal Transfer and Onboarding Details

Dear [Employee Name],

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

Transfer Details:

- **New Supervisor:** [Manager Name]
- **Work Location:** [Office Location/Remote]
- **Compensation:** Your new salary will be [Amount] per [Pay Period].
- **Working Hours:** [Schedule, e.g., Monday to Friday, 9:00 AM - 5:00 PM]

Onboarding and Transition:

To ensure a smooth transition, please follow the onboarding steps below:

1. **Handover:** Please complete all pending tasks in your current role and provide a handover document to your current manager by [Date].
2. **Equipment:** [Instructions regarding laptop, keycards, or hardware].
3. **Orientation:** You are scheduled for a departmental orientation on [Date] at [Time].
4. **System Access:** Access to [New Software/Systems] will be granted on your start date.

All other terms and conditions of your employment contract remain unchanged. Please sign and return a copy of this letter to [HR Contact Name] by [Deadline Date] to acknowledge your acceptance of this transfer.

We look forward to your contributions in this new role.

Sincerely,

[Sender Name]

[Title]

[Company Name]

Acknowledgment:

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

[Employee Signature]

[Date]