[Date]

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

Subject: Internal Transfer to [New Department Name]

Dear [Employee Name],

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

In your new role, you will be reporting directly to **[Manager Name]**. Your primary responsibilities will include [briefly mention 1-2 key duties].

Regarding the terms of your employment:

- **Salary:** Your new salary will be [Amount] per [Year/Month].
- **Work Location:** Your new workspace will be located at [Office/Desk Location].
- **Work Schedule:** Your hours will be [Start Time] to [End Time].

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

We appreciate your contributions to the [Current Department] and wish you continued success in your new role within the company.

Sincerely,

[Signature]
[Name of HR Representative or Manager]
[Title]

Employee Acknowledgment:

I accept the transfer and the terms outlined above.

_____
[Employee Signature] Date: _____