[Date]

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

Dear [Employee Name],

I am pleased to formally confirm your internal transfer to the position of **[New Job Title]** within the **[New Department/Branch]**, effective **[Effective Date]**.

This transfer has been approved based on your performance and the strategic needs of the region. In this new role, you will report directly to **[New Supervisor Name]**. Your primary responsibilities will include [Brief Description of Key Duties].

Terms of Transfer:

- **New Salary/Compensation:** [Amount or "Unchanged"]
- **Work Location:** [New Location/Office]
- **Working Hours:** [Schedule Details]

Please coordinate with your current supervisor to ensure a smooth transition of your existing duties by [Transition End Date]. Human Resources will contact you shortly to complete any necessary administrative documentation regarding this move.

Congratulations on your new appointment. I look forward to your continued contributions to our regional goals in this new capacity.

Sincerely,

[Signature]
[Regional Director Name]
Regional Director, [Region Name]

Employee Acknowledgment:

I accept the terms of this transfer as outlined above.

Signature: _____ Date: _____