

[Current Date]

[Employee Name]

[Employee ID]

[Current Department]

Subject: Internal Transfer to [New Job Title]

Dear [Employee Name],

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

Your new role will report directly to [New Manager's Name]. Your salary for this position will be [Salary Amount] per [Pay Period], and all other terms and conditions of your employment contract remain unchanged unless otherwise specified.

Your primary responsibilities will include:

- [Key Responsibility 1]
- [Key Responsibility 2]
- [Key Responsibility 3]

Please coordinate with your current supervisor, [Current Manager's Name], to complete the handover of your current duties by [Transition End Date].

We appreciate your contributions to [Company Name] and wish you continued success in your new role.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Employee Acknowledgment:

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

Signature: _____ Date: _____