

[Date]

[Recipient Name]

[Recipient Job Title]

[Receiving Department Name]

**Subject: Transition of [Employee Name] to [New Department Name]**

Dear [Recipient Name],

This letter serves to formally confirm the transition of [Employee Name] from the [Releasing Department Name] to the [Receiving Department Name], effective [Start Date].

To ensure a smooth handover, we have completed the following transition steps:

- Handover of current projects and outstanding tasks.
- Transfer of relevant digital files and physical documentation.
- Update of internal department access permissions.
- Finalization of pending administrative approvals.

The employee's final working day with our team will be [Last Date in Current Dept]. We are confident that their skills and experience will be a significant asset to your department.

If you require any further information or specific documentation regarding their previous work history or ongoing projects during this period, please feel free to contact me.

Sincerely,

[Your Name]

[Your Job Title]

[Releasing Department Name]