

[Date]

To: [Recipient Name]

[Recipient Job Title]

[Department Name]

Subject: Approval for Internal Transfer - [Employee Name]

Dear [Recipient Name],

I am writing to formally approve the internal transfer request for [Employee Name], currently serving as [Current Job Title] in the [Current Department].

After reviewing the requirements for the [New Job Title] position within the [New Department], I believe this move aligns with both the employee's professional development goals and the company's operational needs. [Employee Name] has been a valuable asset to my team, and I fully support their transition to this new role.

We have agreed upon a transition period to ensure all current responsibilities are handed over effectively. The proposed final day in their current department will be [Date], with an official start date in the new department scheduled for [Date].

Please let me know if any further documentation or administrative action is required to finalize this transfer.

Best regards,

[Your Name]

[Your Job Title]

[Your Department]