

[Date]

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

Subject: Approval of Departmental Transfer

Dear [Employee Name],

We are pleased to inform you that your request for a departmental transfer has been approved.

The details of your new assignment are as follows:

- **New Job Title:** [New Job Title]
- **New Department:** [New Department]
- **Effective Date:** [Start Date]
- **Reporting Manager:** [Manager Name]

Your current compensation and benefits will [remain the same / be adjusted as follows: details].

Please coordinate with your current supervisor to ensure a smooth transition of your ongoing projects and responsibilities by [Transition End Date].

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

Sincerely,

[Your Name]
[Your Title]
[Company Name]

cc: [Current Manager Name], [New Manager Name], Human Resources