

Subject: Approval of Cross-Departmental Promotion - [Employee Name]

Dear [Manager Name],

I am pleased to formally approve the cross-departmental promotion of **[Employee Name]** from their current role as **[Current Job Title]** in the **[Current Department]** to the position of **[New Job Title]** within the **[New Department]**.

This promotion is effective as of **[Effective Date]**. The terms of the promotion are as follows:

- **New Salary/Grade:** [Amount/Level]
- **New Reporting Manager:** [New Manager Name]
- **Location:** [Office Location/Remote]

We believe that [Employee Name]'s skills and experience will be a significant asset to the [New Department] and will help drive our cross-functional goals forward. Please coordinate with the Human Resources department to finalize the transfer of records and the onboarding process for the new role.

Thank you for your support during this transition.

Best regards,

[Your Name]

[Your Title]

[Date]