[Date]

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

Subject: Approval of Internal Departmental Transfer

Dear [Employee Name],

We are pleased to inform you that your request for an internal transfer has been officially approved. This letter serves as formal confirmation of your new role within [Company Name].

The details of your transfer are as follows:

- **New Job Title:** [New Job Title]
- **New Department:** [New Department Name]
- **Effective Date:** [Start Date]
- **New Supervisor:** [Manager Name]
- **Work Location:** [Office Location/Remote]

Regarding your compensation and benefits: [Your salary will remain unchanged / Your new salary will be Amount per Year]. All other terms of your employment contract remain in effect.

Please coordinate with your current supervisor, [Current Manager Name], to ensure a smooth handover of your existing responsibilities before your start date in the new department.

We appreciate your contributions to the [Current Department] team and wish you continued success in your new position.

Sincerely,

[Your Name]
[Your Title]
Human Resources Department
[Company Name]

Employee Acknowledgment:

I accept the terms of this transfer as outlined above.

Signature: _____ Date: _____