[Date]

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

Subject: Offer of Internal Departmental Transfer

Dear [Employee Name],

We are pleased to formally offer you a transfer to the position of [New Job Title] within the [New Department] department, reporting to [New Manager's Name].

The terms of your transfer are as follows:

- **Effective Date:** [Date]
- **New Salary/Wage:** [Amount] per [Year/Hour]
- **Work Location:** [Office Location/Remote Status]
- **Work Schedule:** [Days and Hours]

All other terms and conditions of your employment contract, including your original start date for seniority purposes, will remain unchanged unless otherwise specified in this letter.

To accept this transfer, please sign and return a copy of this letter by [Deadline Date]. We are excited about your transition to this new role and look forward to your continued contributions to the company.

Sincerely,

[Signature]
[Name of HR Representative or Manager]
[Title]

Employee Acceptance:

I accept the transfer to the position of [New Job Title] under the terms outlined above.

Signature: _____ Date: _____