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

[Hiring Manager Name]
[New Department Name]
[Company Name]

Subject: Acceptance of Internal Departmental Transfer

Dear [Hiring Manager Name],

I am writing to formally accept the offer to transfer from the [Current Department] to the position of [New Job Title] within the [New Department], as outlined in the transfer offer letter dated [Date of Offer Letter].

I am excited about this new opportunity and look forward to contributing to the goals of the [New Department]. I confirm my understanding of the new terms of employment, including the updated responsibilities, reporting structure, and the effective start date of [Start Date].

I will coordinate with my current supervisor, [Current Manager's Name], to ensure a smooth transition of my current duties before my departure.

Thank you for this opportunity to grow within the company.

Sincerely,

[Employee Signature]

[Employee Printed Name]