[Current Date]

[Employee Name]
[Employee ID]
[Current Department]

Subject: Confirmation of Internal Departmental Transfer

Dear [Employee Name],

We are pleased to formally confirm your transfer to the position of [New Job Title] within the [New Department] department, effective [Start Date].

The details of your new assignment are as follows:

- **New Manager:** [Manager Name]
- **Work Location:** [Location/Office Details]
- **Salary/Compensation:** [Specify if changed or remains the same]
- **Working Hours:** [Specify schedule]

All other terms and conditions of your employment contract remain unchanged. Please coordinate with your current supervisor to ensure a smooth handover of your existing responsibilities by [End Date in Current Role].

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

Sincerely,

[Your Name]
[Your Title]
Human Resources Department

Acknowledgment:
I accept the transfer as outlined above.

_____
[Employee Signature]

[Date]