[Date]

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

Subject: Notice of Effective Date for Internal Transfer

Dear [Employee Name],

This letter serves as formal notification regarding your transfer to the position of [New Job Title] within the [New Department] department.

Your transfer will officially take effect on **[Effective Date]**. Your new supervisor will be [Manager Name].

Please note the following details regarding your transition:

- **New Reporting Location:** [Location/Office Number]
- **New Work Schedule:** [Hours/Days]
- **Compensation:** [Mention if salary remains the same or changes]

You are requested to complete all outstanding tasks in your current department and coordinate the handover of your responsibilities to [Name of Person taking over] by [Transition End Date].

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

Sincerely,

[Your Name]
[Your Title]
[Company Name]

cc: [Human Resources Department]