Date: [Date]

To: [Employee Name]

Employee ID: [Employee ID]

Subject: Welcome to the [Department Name] Team

Dear [Employee Name],

Congratulations on your internal transfer! We are excited to officially welcome you to the [Department Name] department as our new [Job Title], effective [Start Date].

Your experience with [Previous Department/Role] is a valuable asset, and we are confident that your skills will contribute significantly to our team's success. Your new supervisor will be [Manager Name], who will guide you through your transition and departmental onboarding.

Transfer Details:

- **New Position:** [Job Title]
- **Department:** [Department Name]
- **Effective Date:** [Date]
- **Reporting Manager:** [Manager Name]
- **Work Location:** [Office/Building/Remote]

On your first day, please report to [Location/Meeting Link] at [Time] for an introductory meeting and to receive your updated equipment or access permissions.

We are thrilled to have you join us and look forward to working together. If you have any questions before your start date, please contact [Contact Name] at [Email/Phone].

Welcome aboard!

Sincerely,

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