Date: [Insert Date]

To: [Employee Name]
Employee ID: [Insert ID]
Current Department: [Insert Current Department]

Subject: Internal Departmental Transfer and Handover Instructions

Dear [Employee Name],

This letter serves as formal notification regarding your internal transfer to the **[Insert New Department Name]** department, effective **[Insert Effective Date]**. Your new designation will be **[Insert New Job Title]**, reporting to **[Insert New Manager Name]**.

To ensure a smooth transition, you are required to complete a formal handover of your current responsibilities. Please complete the following tasks by **[Insert Completion Date]**:

- **Task List:** Provide a detailed status report of all ongoing projects and daily tasks.
- **Asset Transfer:** Return or reassign all department-specific equipment, keys, and access cards.
- **Documentation:** Ensure all physical and digital files are organized and shared with [Name of Successor/Manager].
- **Login Credentials:** Share necessary administrative passwords or system access rights with the authorized personnel.

Please meet with your current supervisor to sign off on the Handover Checklist once these tasks are completed. Your final working day in your current department will be **[Insert Last Day Date]**.

We thank you for your contributions to the [Insert Current Department] team and wish you success in your new role.

Sincerely,

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

Employee Acknowledgment:

I accept the transfer and agree to complete the handover requirements as stated above.

Signature: _____ Date: _____