

[Date]

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

Dear [Employee Name],

Welcome to the Receiving Department! We are pleased to confirm your internal transfer to the role of [Job Title], effective [Start Date].

As part of the Receiving team, you will play a vital role in our supply chain by ensuring that all incoming inventory is processed accurately and efficiently. Your supervisor will be [Manager Name], who will meet with you on your first day to provide your new schedule and conduct a safety orientation.

Reporting Details:

- **Report Date:** [Date]
- **Report Time:** [Time]
- **Location:** [Loading Dock / Receiving Office / Bay Number]
- **Required Gear:** [e.g., Steel-toed boots, High-visibility vest]

We believe your previous experience at [Company Name] will be a great asset to our team. We look forward to working with you.

Sincerely,

[Your Name]
[Your Title]
[Department Name]