

Date: [Date]

To: [Manager Name of Receiving Department]

Department: [New Department Name]

From: [Your Name]

Department: [Current Department Name]

Subject: Transition Plan for [Employee Name] - Department Transfer

Dear [Manager Name],

This letter serves to formally outline the transition plan for [Employee Name], who will be transferring from [Current Department] to [New Department] effective [Start Date].

To ensure a smooth handover, we have established the following transition schedule:

- **Final Working Date in Current Dept:** [Date]
- **Handover of Current Projects:** [List key projects and status]
- **Access and Equipment:** [Details regarding return or transfer of hardware/software]
- **Training Period:** [Dates for any cross-training required]

During the period of [Start Date] to [End Date], [Employee Name] will be available for [Number] hours per week to assist with legacy queries and ensure no disruption to ongoing workflows.

We appreciate [Employee Name]'s contributions to our team and wish them success in your department. Please let us know if you require any further documentation or information regarding this transfer.

Sincerely,

[Your Signature]

[Your Job Title]

[Current Department Name]

cc: [Human Resources Department]