[Date]

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

Subject: Internal Transfer Approval

Dear [Employee Name],

We are pleased to inform you that your request for an internal transfer has been officially approved. This letter serves as formal notification of your new role within [Company Name].

Transfer Details:

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

Your current compensation and benefits [will remain the same / will be adjusted to [New Salary Amount]]. All other terms and conditions of your employment contract remain in effect.

Please coordinate with your current supervisor to ensure a smooth handover of your existing responsibilities. You are expected to report to your new department on [Start Date] at [Time].

Congratulations on your new position. We look forward to your continued contributions to the success of [Company Name].

Sincerely,

[Your Name]
[Your Title]
[Human Resources Department]

Employee Acknowledgment:

I accept the transfer as outlined above.

Signature: _____ Date: _____