

[Company Name]  
[Company Address]  
[Date]

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

**Subject: Notice of Internal Transfer Due to Corporate Restructuring**

Dear [Employee Name],

As a result of the recent corporate restructuring at [Company Name], we are writing to formally notify you of your transfer to a new position within the organization. This change is intended to better align our resources with our strategic goals.

Effective [Start Date], your new employment details will be as follows:

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

Please note that your current seniority, salary, and benefits package will remain [unchanged / updated as per the attached document]. Your core responsibilities will now include [brief description of new duties].

We believe your skills will be a significant asset to the [New Department] team. You will be scheduled for an orientation session with your new manager on [Date] at [Time] to discuss your transition and goals.

Please sign and return a copy of this letter to the HR department by [Deadline Date] to acknowledge your acceptance of this transfer.

If you have any questions regarding this transition, please contact [HR Contact Name] at [Phone/Email].

Sincerely,

[Signature]  
[Name of Authorized Official]  
[Job Title]

---

**Acknowledgment:**

I, [Employee Name], accept the transfer as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_