

[Date]

[Employee Name]

[Employee ID]

[Current Job Title]

**Subject: Notice of Transfer Due to Departmental Reorganization**

Dear [Employee Name],

As part of our ongoing efforts to improve operational efficiency, the Human Resources Department is currently undergoing a formal reorganization. As a result of these changes, we are pleased to inform you that you are being transferred to a new position within the company.

Effective [Effective Date], your new role and department details will be as follows:

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

Your current compensation, benefits, and seniority status will remain unchanged unless otherwise specified in the attached addendum. Your primary responsibilities in this new role will include [Brief Description of Key Duties].

We believe your skills and experience are a vital match for this new team. A transition meeting has been scheduled for [Date/Time] to discuss your onboarding process and answer any questions you may have regarding this transfer.

Please sign and return a copy of this letter by [Deadline Date] to acknowledge your receipt of this transfer notice.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

**Employee Acknowledgment:**

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