

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Subject: Internal Transfer and Role Change**

Dear [Employee Name],

Following the recent organizational restructuring within [Company Name], we are pleased to formally confirm your transfer to a new position within the company.

**Transfer Details:**

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

**Terms and Conditions:**

Your current base salary of [Insert Amount] and your original date of hire will remain unchanged. All other terms and conditions of your employment contract stay in effect unless otherwise specified in the attached Job Description.

**Next Steps:**

Your new manager will contact you shortly to discuss your transition plan, specific goals, and any necessary training for the role. Please sign and return a copy of this letter to the HR department by [Insert Date] to acknowledge your acceptance of this transfer.

We appreciate your continued commitment to [Company Name] during this period of growth and change. We look forward to your contributions in your new team.

Sincerely,

[Manager Name/HR Representative Name]  
[Job Title]

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**Acknowledgment:**

I, [Employee Name], accept the internal transfer to the position of [Insert New Title] under the terms described above.

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