

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Subject: Notice of Transfer Due to Organizational Restructuring

Dear [Employee Name],

As part of the ongoing organizational restructuring within [Company Name], we are writing to formally notify you of a change regarding your current position. This restructuring is aimed at better aligning our human resources functions with our strategic business objectives.

Effective [Effective Date], you will be transferred from your current role as [Current Job Title] in the [Current Department/Division] to the position of **Human Resources Business Partner (HRBP)** within the [New Department/Business Unit].

In this role, you will report directly to [Manager Name, Title]. Your key responsibilities will include providing strategic HR support, managing employee relations, and driving talent initiatives for your assigned business unit.

Please note the following details regarding your transfer:

- **New Work Location:** [Insert Location/Remote/Hybrid Status]
- **Compensation:** Your current base salary and benefits will [remain unchanged / be adjusted as follows: Insert Details].
- **Reporting Structure:** You will now be part of the [Insert Team Name] team.

We believe your skills and experience are a vital match for this new alignment, and we are confident that you will contribute significantly to the success of the [New Department Name] team. Your HRBP transition plan and specific performance goals will be discussed during an onboarding meeting scheduled for [Date/Time].

Please sign and return a copy of this letter to [HR Department/Contact Person] by [Deadline Date] to acknowledge your receipt and acceptance of this transfer.

If you have any questions regarding this transition, please do not hesitate to contact [Name] at [Email/Phone Number].

Sincerely,

[Name of Sender]

[Title]

[Company Name]

Employee Acknowledgment:

I acknowledge receipt of this transfer letter and accept the terms of my new role as Human Resources Business Partner.

[Employee Signature]

[Date]