

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Subject: Notification of Internal Transfer due to Divisional Integration**

Dear [Employee Name],

As part of our ongoing efforts to streamline operations and enhance organizational efficiency, [Company Name] is currently undergoing a divisional integration. Following a review of our new structure, we are pleased to inform you that you are being transferred to a new position within the integrated division.

Please find the details of your transfer below:

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

Your current compensation, benefits, and seniority status will remain unchanged unless otherwise specified in the attached addendum. Your primary responsibilities will align with the goals of the new integrated division, and a detailed job description will be provided by your new manager during your onboarding session.

We believe your skills and experience will be vital to the success of this integration. We are committed to supporting you during this transition. Please contact the HR department at [Insert Phone/Email] if you have any questions regarding these changes.

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

Sincerely,

[Name of Sender]

[Title]

[Company Name]

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**Employee Acknowledgment:**

I accept the transfer as outlined above.

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