[Date]

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

Subject: Internal Transfer Offer - [Name of Subsidiary Company]

Dear [Employee Name],

We are pleased to formally offer you a transfer from [Current Parent/Original Company Name] to [Name of Subsidiary Company] in the position of [New Job Title].

This transfer is effective as of [Start Date]. The terms and conditions of your new appointment are as follows:

- **Position:** [New Job Title]
- **Reporting Manager:** [Manager Name], [Manager Title]
- **Work Location:** [New Office Address/Remote]
- **Base Salary:** [Amount] per [Year/Month]
- **Service Continuity:** Your original seniority date of [Original Hire Date] will be recognized for the purposes of benefit accruals and entitlements.

All other benefits, such as [Health Insurance/Retirement Plans/PTO], will be transitioned to the plans currently offered by [Name of Subsidiary Company] as outlined in the attached summary.

By signing this letter, you acknowledge that your employment with [Current Parent/Original Company Name] will end on [End Date], and your employment with [Name of Subsidiary Company] will commence on [Start Date] with no break in service.

Please indicate your acceptance of this transfer by signing and returning this letter by [Deadline Date].

Congratulations on your new role within the group.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]

Acceptance:

I accept the transfer to [Name of Subsidiary Company] under the terms described above.

Signature: _____ Date: _____