[Date]

[Employee Name]
[Current Job Title]
[Employee ID]

Subject: Acceptance of Internal Transfer

Dear [Employee Name],

We are pleased to formally confirm the acceptance of your transfer to the position of [New Job Title] within the [New Department/Branch Name], effective [Effective Date].

Following our recent discussions, here are the updated details of your employment:

- **New Position:** [New Job Title]
- **New Department:** [New Department Name]
- **Reporting Manager:** [Manager Name]
- **Location:** [Office Location/Remote]
- **Salary/Compensation:** [New Salary Amount or "Remains Unchanged"]

All other terms and conditions of your employment contract will remain in effect. Your years of service with [Company Name] will continue to be recognized for seniority and benefits purposes.

Please coordinate with your current manager and your new manager to ensure a smooth transition of your current responsibilities by [Transition Completion Date].

We appreciate your contributions to the [Current Department] and wish you great success in your new role.

Sincerely,

[Your Name]
[Your title]
[Company Name]

Acknowledgment:

I accept the transfer as outlined above.

_____
[Employee Signature]

_____
[Date]