[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Confirmation of Transfer Effective Date

Dear [Employee Name],

This letter is to formally confirm the details of your transfer to the position of [New Job Title] within the [New Department/Branch Name] department.

As previously discussed, your transfer will officially take effect on **[Effective Date]**.

Your new reporting manager will be [Supervisor Name]. Please ensure that all pending tasks in your current role are handed over to [Colleague Name/Manager Name] by [Date of Handover].

All other terms and conditions of your employment contract [remain unchanged / have been updated as per the attached document].

We look forward to your contributions in your new role. If you have any questions regarding this transition, please contact the HR department.

Best regards,

[Your Name]
[Your Job Title]
[Company Name]