

Date: [Insert Date]

To: [Employee Name]
Employee ID: [Insert ID]

Subject: Mutual Agreement for Inter-Departmental Transfer

Dear [Employee Name],

This letter serves as a formal confirmation of your inter-departmental transfer, which has been mutually agreed upon by yourself, your current department, and your new department.

Transfer Details:

- **Current Department:** [Insert Current Department]
- **Current Position:** [Insert Current Title]
- **New Department:** [Insert New Department]
- **New Position:** [Insert New Title]
- **Effective Date:** [Insert Date]
- **Reporting Manager:** [Insert New Manager Name]

Terms and Conditions:

Except for the change in department and reporting structure, all other terms and conditions of your employment contract, including your salary, seniority, and benefits, remain unchanged unless otherwise specified in an attached addendum.

Please indicate your formal acceptance of this transfer by signing below.

Sincerely,

[Name of HR Representative]
[Title]
[Company Name]

Acceptance:

I, [Employee Name], agree to the terms of this inter-departmental transfer as outlined above.

Signature: _____ Date: _____

Departmental Approvals:

Releasing Manager: _____ Date: _____

Receiving Manager: _____ Date: _____