

[Date]

[Employee Name]

[Employee ID]

[Current Department]

Subject: Mutual Agreement for Role Reassignment and Transfer

Dear [Employee Name],

This letter serves to formally confirm the mutual agreement reached regarding your reassignment and transfer within [Company Name]. As discussed and agreed upon on [Date of Meeting], you will be transitioning from your current position to a new role.

The details of your transfer are as follows:

- **New Job Title:** [New Role Title]
- **New Department:** [New Department Name]
- **Effective Date:** [Start Date]
- **Reporting Manager:** [Manager Name]
- **Work Location:** [Office Location/Remote]

Except for the changes mentioned above, all other terms and conditions of your employment contract, including your seniority and benefits, remain unchanged. [Optional: Mention any changes to salary or hours if applicable].

By signing this letter, both the Company and the Employee acknowledge that this transfer is made by mutual consent and aligns with both the organizational needs and your professional development goals.

Please sign and return a copy of this letter to the HR Department by [Deadline Date] to signify your formal acceptance of these terms.

We look forward to your continued contributions in this new capacity.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Employee Acceptance:

I, [Employee Name], hereby agree to the reassignment and transfer as outlined in this letter.

Signature: _____ Date: _____