

Date: [Insert Date]

[Employee Name]

[Employee ID]

[Current Department]

Subject: Mutual Agreement - Employment Status Change and Transfer

Dear [Employee Name],

This letter serves to formally document the mutual agreement between [Company Name] and yourself regarding the change in your employment status and your transfer to a new role/department.

Effective [Effective Date], your employment details will be updated as follows:

- **New Job Title:** [Insert New Title]
- **New Department:** [Insert New Department]
- **New Reporting Manager:** [Insert Manager Name]
- **Employment Status:** [e.g., Full-time, Part-time, Contract]
- **Work Location:** [Insert Location/Remote/Office]

Compensation and Benefits:

Your new base salary/hourly rate will be [Amount] per [Period]. All other benefits associated with your employment will [remain unchanged / be updated according to the attached summary].

Terms of Transfer:

By signing this letter, both parties acknowledge that this transfer is voluntary and mutually agreed upon. All other terms and conditions of your original employment contract that are not modified by this letter shall remain in full force and effect.

Please indicate your acceptance of these terms by signing and returning a copy of this letter by [Deadline Date].

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Company Name]

Employee Acceptance:

I, [Employee Name], hereby accept the change in employment status and transfer as outlined above.

Signature: _____ Date: _____