

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Current Project: [Insert Current Project Name]

Subject: Mutual Agreement for Project Team Transfer

Dear [Employee Name],

This letter serves as formal documentation of the mutual agreement regarding your transfer from **[Current Project Name]** to **[New Project Name]**, effective **[Effective Date]**.

As discussed and agreed upon during our meeting on [Date], your new roles and responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Your reporting manager will change from [Current Manager Name] to **[New Manager Name]**. All other terms and conditions of your employment contract, including salary and benefits, remain unchanged unless otherwise specified in writing.

By signing below, both the Company and the Employee acknowledge that this transfer is voluntary and agreed upon by both parties to support project requirements and professional growth.

Please return a signed copy of this letter to the HR Department by [Deadline Date].

Sincerely,

[Authorized Signatory Name]

[Title]

[Company Name]

Acknowledgment and Acceptance:

I, [Employee Name], agree to the project transfer as outlined above.

Signature: _____

Date: _____