

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Current Department: [Current Department]

Subject: Mutual Agreement Cross-Functional Transfer

Dear [Employee Name],

This letter confirms the mutual agreement regarding your cross-functional transfer within [Company Name]. Following our recent discussions, both parties have agreed to your transition from your current role as [Current Job Title] to the position of [New Job Title] in the [New Department] department.

Transfer Details:

- **Effective Date:** [Date]
- **New Reporting Manager:** [Manager Name]
- **Location:** [Office Location/Remote]
- **Salary/Benefits:** [Remain unchanged / Details of changes]

Your primary responsibilities in this new role will include [Brief description of duties]. All other terms and conditions of your employment contract remain in effect unless otherwise stated in writing.

We believe this transfer aligns with your professional development goals and will be beneficial to the cross-functional collaboration of our teams. Please sign below to acknowledge your acceptance of these terms.

Sincerely,

[Sender Name]

[Title]

[Company Name]

Employee Acknowledgment:

I, [Employee Name], accept the cross-functional transfer as outlined above.

Signature: _____ Date: _____