

Employee Transfer Acknowledgment

Date: [Insert Date]

[Employee's Name]

[Employee's Current Position]

[Department]

[Company Name]

[Company Address]

Dear [Employee's Name],

We are writing to acknowledge your transfer from [Current Department] to [New Department] effective [Effective Date]. This decision has been made in consideration of your skills and contributions to our organization.

Your new position will be [New Position], and you will be reporting to [New Supervisor's Name]. We believe this opportunity will further your career development and align your skills with our organizational goals.

Please maintain communication with your current supervisor to ensure a smooth transition. If you have any questions regarding this transfer, feel free to reach out to [HR Contact Name] in the Human Resources Department.

We wish you the best of luck in your new role!

Sincerely,

[Your Name]

[Your Position]

[Company Name]