

Internal Job Change Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Internal Job Change Notification

Dear [Employee's Name],

We are pleased to inform you that your application for the position of [New Job Title] in the [New Department Name] has been accepted. Your official start date in this new role will be [Start Date].

We believe that you will bring valuable contributions to [New Department Name], and we are excited to see your growth within the company.

Please feel free to reach out to me if you have any questions regarding this transition.

Congratulations on your new role!

Best Regards,

[Manager's Name]

[Manager's Title]

[Company Name]