

Subject: Position Transfer Notification

Dear [Employee Name],

We are pleased to inform you that you have been selected for a position transfer to [New Position Title] in the [New Department/Team] effective [Transfer Date]. This decision has been made based on your excellent performance and contributions to our organization.

Your new supervisor will be [Supervisor's Name], and you will be reporting directly to them. We believe that this transition will provide you with new challenges and opportunities for growth.

Please feel free to reach out to me or your new supervisor if you have any questions or need further information as you prepare for this move.

Congratulations on your new role! We look forward to your continued success in our organization.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]