

Letter of Confirmation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Confirmation of Readiness to Transfer

Dear [Recipient's Name],

I am writing to formally confirm my readiness to transition into the new role of [New Role Title] within [Department Name] as discussed during our recent meetings.

I am excited about the opportunity and confident in my ability to contribute effectively to the team. I have been preparing for this transition and am eager to bring my skills and experience to [Company Name] in this new capacity.

Please let me know if there are any further steps you would like me to take or if additional information is required before the transfer. I look forward to your confirmation of the next steps.

Thank you for this opportunity.

Sincerely,

[Your Name]

[Your Current Position]

[Your Contact Information]