

# Conditional Employee Transfer Approval

Date: [Insert Date]

To: [Employee Name]  
[Employee Address]  
[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that your request for a transfer to the [New Department/Location] has been conditionally approved. This decision is based on [brief reason for transfer approval, e.g., business needs, performance metrics, etc.].

However, please note that this approval is contingent upon the following conditions being met:

1. [Condition 1: e.g., successful completion of pending projects]
2. [Condition 2: e.g., obtaining required certifications]
3. [Condition 3: e.g., satisfactory performance evaluation]

If you meet these conditions by [specified deadline], your transfer will be officially processed. Should any issues arise, we will reach out to you for further discussion.

Thank you for your understanding and cooperation. We look forward to your continued success within our organization.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]