

# Employee Transfer Approval

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Transfer Approval to [New Department Name]

Dear [Employee's Name],

We are pleased to inform you that your request for transfer to the [New Department Name] has been approved. This decision is based on your strong performance and the skills you bring to our team.

Your new assignment will begin on [Start Date]. Please coordinate with your current and new managers to ensure a smooth transition.

If you have any questions or need further assistance, feel free to reach out.

Congratulations on your new role!

Best regards,

[Manager's Name]

[Manager's Title]

[Company Name]

[Contact Information]