

Employee Transfer Approval

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Position: [Your Position]

Department: [Your Department]

Subject: Approval of Transfer Request

Dear [Employee Name],

We are pleased to inform you that your request for a transfer from your current position of [Current Position] in the [Current Department] to the position of [New Position] in the [New Department] has been approved.

Your new position will be effective from [Effective Date]. We believe that this change will benefit both you and the company, and we are confident that you will excel in your new role.

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

Congratulations on your new position!

Best Regards,

[Your Name]

[Your Position]

[Your Department]

[Company Name]