

Employee Transfer Approval for Promotion

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Approval of Transfer for Promotion

Dear [Employee's Name],

We are pleased to inform you that your transfer to the position of [New Position] in the [New Department] has been approved, effective [Start Date]. This promotion is a recognition of your hard work and contributions to our organization.

Your new responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Please prepare for this transition and feel free to reach out if you have any questions or need assistance during this process.

Congratulations on your well-deserved promotion!

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]