

Employee Transfer Approval

Date: [Insert Date]

To: [Employee's Name]

From: [Supervisor's Name]

Subject: Employee Transfer Approval

Dear [Employee's Name],

We are pleased to inform you that your request for transfer to the position of [New Position] in the [New Department] has been approved. Your effective transfer date will be [Effective Date].

This decision reflects our confidence in your abilities and commitment to the company. We believe that this transfer will provide you with new challenges and opportunities for growth.

Please report to [New Supervisor's Name] in the [New Department] on your start date for a briefing and to discuss your new responsibilities.

Thank you for your continued contributions to [Company Name]. We look forward to your success in your new role.

Sincerely,

[Supervisor's Name]

[Supervisor's Title]

[Company Name]