

Employee Transfer Approval Letter

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 an immediate transfer from [Current Department/Location] to [New Department/Location] has been approved.

Your new role will be [New Job Title], and your transfer will take effect from [Effective Date]. Please coordinate with your current manager and the HR department for a smooth transition.

We appreciate your contributions to the team and look forward to your continued success in your new position.

If you have any questions, please feel free to reach out to us.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]