

Internal Employee Transfer Approval

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Approval of Internal Transfer

Dear [Employee Name],

We are pleased to inform you that your request for internal transfer to the [New Department/Position] has been approved. Your skills and contributions are highly valued, and we believe that you will be a great addition to the team.

Your transfer will be effective starting [Effective Date]. Please coordinate with your current manager to ensure a smooth transition of your responsibilities. Additionally, you will need to meet with your new manager, [New Manager's Name], on [Date] to discuss your new role and expectations.

We wish you all the best in this new chapter of your career within our organization. Should you have any questions or need further assistance, please feel free to reach out.

Congratulations once again!

Sincerely,

[Your Name]
[Your Position]