

# Notification of Employee Transfer Approval

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Approval of Transfer to [New Department/Location]

Dear [Employee's Name],

We are pleased to inform you that your request for transfer to [New Department/Location] has been approved, effective [Effective Date]. This transfer acknowledges your contributions to our team and aligns with your career aspirations.

Your new role as [New Job Title] will involve [brief description of new responsibilities]. We believe that this move will be beneficial for both your professional growth and our organization.

Please reach out to [HR Contact] for any further details regarding your transfer process and next steps.

Congratulations on your new position, and we wish you the best of luck in this exciting next chapter of your career!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]