

Employee Transfer Notice

Date: [Insert Date]

Employee Name: [Employee Name]

Employee ID: [Employee ID]

Current Department: [Current Department]

New Department: [New Department]

Dear [Employee Name],

We are writing to inform you of your transfer from the [Current Department] to the [New Department], effective [Effective Date]. This decision has been made based on [reason for transfer, e.g., business needs, employee growth, etc.].

Your new role will be [New Role/Position], and you will report to [New Supervisor/Manager Name]. We believe this transition will provide you with new challenges and opportunities for your professional development.

Please feel free to reach out to your current supervisor if you have any questions or require further clarification regarding this change.

We appreciate your contributions to [Current Department] and look forward to your continued success in your new role.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]