

Staff Transfer Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Staff Transfer Notification

Dear [Employee's Name],

We are writing to officially notify you of your transfer to [New Department/Location] effective [Effective Date]. This decision has been made in accordance with our organizational needs and your professional development.

Your new responsibilities will include [Brief Description of New Duties]. We believe that this transition will provide you with valuable opportunities for growth.

Please feel free to reach out if you have any questions or need further clarification regarding your transfer.

Congratulations on your new role, and we look forward to your continued success in our team.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]