

Employee Transfer Announcement

Dear Team,

We are writing to inform you about an upcoming transfer within our organization.

Effective **[Effective Date]**, **[Employee's Name]** will be transferring from the **[Current Department]** to the **[New Department]** as **[New Position]**.

During their time in the **[Current Department]**, **[Employee's Name]** has made significant contributions, including **[Mention Accomplishments]**. We are excited to see how they will thrive in their new role.

Please join us in wishing **[Employee's Name]** all the best in their new position. We trust they will continue to bring their enthusiasm and expertise to the new team.

If you have any questions regarding this transfer, please feel free to reach out.

Best Regards,

[Your Name]
[Your Position]
[Company Name]