

Internal Transfer Notice

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name/Department]

Subject: Notice of Transfer to [New Department]

Dear [Employee's Name],

We are pleased to inform you that you have been selected for an internal transfer to the [New Department] effective [Transfer Date]. This decision is based on your exemplary performance and the skills you possess that are aligned with the goals of the new department.

Your new role will be [New Position Title] and will involve [briefly describe responsibilities]. We believe that this change will provide you with new opportunities for growth and development within our organization.

Please meet with [New Supervisor's Name] on [Meeting Date] to discuss your transition and any questions you may have regarding your new role.

Thank you for your hard work and dedication. We look forward to seeing you thrive in your new position.

Best Regards,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]