

Internal Transfer Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Internal Transfer Notification

Dear [Recipient's Name],

We are pleased to inform you that you have been approved for an internal transfer from [Current Position] in the [Current Department] to [New Position] in the [New Department], effective [Effective Date].

This decision was made in recognition of your hard work, contributions, and the potential we see in you. Please join us in congratulating [Recipient's Name] on this advancement.

If you have any questions regarding your transfer, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]