

Job Transfer Acceptance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally accept the offer for my job transfer to [New Position] in the [New Department] at [New Location/Office]. I appreciate this opportunity and am excited to contribute to the team in this new role.

As discussed, my start date will be [Start Date]. I am looking forward to working with everyone in the new department and contributing to the ongoing success of the company.

Thank you once again for this opportunity. Please let me know if you need anything further from my side before the transfer.

Sincerely,

[Your Name]