

Confirmation of Job Transfer Acceptance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally confirm my acceptance of the job transfer to the [New Position Title] at [New Department/Location]. I appreciate the opportunity to continue my career with [Company Name] in this new capacity.

I am excited to take on new challenges and responsibilities, and I look forward to contributing to the team. Please let me know if there are any further steps I need to complete before the transfer takes effect on [Transfer Date].

Thank you once again for this opportunity.

Sincerely,

[Your Name]

[Your Current Position]