

Letter of Gratitude for Job Transfer Approval

Dear [Manager's Name],

I hope this message finds you well. I am writing to express my sincere gratitude for your approval of my transfer to [New Department/Location]. This opportunity means a great deal to me, and I truly appreciate your confidence in my abilities.

Thank you for your ongoing support and for considering my request. I am excited about the new challenges ahead and the chance to contribute to our organization in a different capacity.

Looking forward to continuing our collaboration and achieving great results together.

Warm regards,
[Your Name]
[Your Job Title]
[Your Contact Information]