

Job Transfer Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Your Company's Name]

Subject: Job Transfer Agreement Notification

Dear [Employee's Name],

We are writing to inform you that your job transfer agreement has been approved. You will be transferred from your current position in [Current Department/Location] to [New Department/Location], effective [Effective Date].

This transfer is part of our ongoing efforts to align talents with the needs of our organization and to provide opportunities for growth and professional development.

Please report to [New Supervisor's Name] at your new location on your first day in your new role. Should you have any questions or concerns regarding this transfer, feel free to reach out to [HR Contact Name].

We appreciate your contributions to [Current Department/Location] and look forward to your continued success in your new position.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]