

Response to Job Transfer Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

Thank you for offering me the opportunity to transfer to [New Position/Department] at [New Location]. I appreciate your confidence in my abilities and the consideration for my career growth.

After careful consideration, I am pleased to accept the transfer offer. I believe this move aligns well with my career goals and I am excited about the new challenges ahead.

Please let me know the next steps in the process and how I can assist in making this transition smooth.

Thank you once again for this opportunity.

Sincerely,

[Your Name]