

# Departmental Transfer Approval

Date: [Insert Date]

To: [Employee Name]

Position: [Current Position]

Department: [Current Department]

Dear [Employee Name],

We are pleased to inform you that your request for a transfer from the [Current Department] to the [New Department] has been approved. This transfer will be effective from [Effective Date].

This decision was made in recognition of your contributions to [Current Department] and our confidence in your ability to succeed in your new role as [New Position] within [New Department].

Please reach out to your current supervisor and the head of the new department for further instructions regarding the transition process.

Congratulations on your new position! We look forward to seeing your continued growth and contributions within our organization.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]