

# Employee Internal Transfer Confirmation

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that your request for an internal transfer to the position of [New Position] in the [New Department] has been approved.

Your transfer will be effective as of [Effective Date]. Please ensure that all necessary preparations are made for a smooth transition. Your new reporting manager will be [New Manager Name], and you will be working closely with the team in [New Department].

We believe that this new role will provide you with exciting challenges and opportunities for professional growth.

If you have any questions or need further assistance during this transition, please feel free to reach out.

Congratulations on your new role!

Sincerely,

[Your Name]

[Your Position]

[Company Name]