

Employee Transfer Confirmation

Date: [Insert Date]

[Employee's Name]

[Employee's Current Position]

[Current Department]

[Company Name]

Dear [Employee's Name],

We are pleased to confirm your transfer to the [New Position] in the [New Department] effective [Transfer Effective Date]. This decision has been made in recognition of your contributions and potential for growth within our organization.

Your new responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Please report to [New Supervisor's Name] on your first day in the new role. We have full confidence in your abilities and look forward to your continued success at [Company Name].

If you have any questions regarding the transfer, feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]