

Employee Transfer Acknowledgment Letter

Date: [Insert Date]

To,

[Employee's Name]
[Employee's Position]
[Employee's Department]
[Company Name]

Dear [Employee's Name],

We are pleased to acknowledge your transfer from [Current Department/Position] to [New Department/Position] effective from [Transfer Date]. We believe this move will provide you with new opportunities and challenges that are in line with your professional growth and development.

Please ensure that all necessary handover processes are completed by [Handover Deadline]. Your new supervisor will be [New Supervisor's Name], who will guide you through this transition.

We appreciate your contributions and look forward to your continued success in your new role.

Best regards,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]