

# Team Member Transfer Confirmation

Date: [Insert Date]

To: [Team Member's Name]

From: [Your Name]

Subject: Confirmation of Transfer

Dear [Team Member's Name],

We are pleased to confirm your transfer from the [Current Team/Department] to the [New Team/Department], effective [Transfer Date].

Your new role will involve [Brief Description of Responsibilities], and you will report to [New Supervisor/Manager's Name]. We believe that this transition will provide you with new opportunities for growth and development.

If you have any questions regarding your transfer or new responsibilities, please do not hesitate to reach out.

Congratulations on your new position!

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]