

# Acceptance of Departmental Transfer

Date: [Insert Date]

To,

[Manager's Name]

[Department Name]

[Company Name]

Dear [Manager's Name],

I am writing to formally accept the offer for my transfer to the [New Department Name]. I appreciate the opportunity and am excited about contributing to the team and taking on new challenges.

As per our discussions, my effective transfer date will be [Insert Transfer Date]. I am committed to ensuring a smooth transition and will work closely with both departments during this period.

Thank you once again for this opportunity. I look forward to my new role and the experiences that lie ahead.

Sincerely,

[Your Name]

[Your Current Position]

[Your Contact Information]