

# Letter of Approval for Position Change

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name] [Your Job Title]

Subject: Approval of Position Change

Dear [Employee's Name],

We are pleased to inform you that your request for a position change from [Current Position] to [New Position] has been approved. Your new role will commence on [Start Date].

We believe that this transition will align more closely with your skills and career aspirations, and we are excited to see the contributions you will make in your new position.

Please feel free to reach out if you have any questions or require further assistance during this transition. Congratulations on your new role!

Sincerely,

[Your Signature]

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]