

Internal Job Transfer Confirmation

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to confirm your internal transfer to the position of [New Position Title] in the [New Department] effective [Effective Date]. Your talent and skills will be a great addition to the team.

Your current manager, [Current Manager's Name], and your new manager, [New Manager's Name], will work together to ensure a smooth transition. Please feel free to reach out to them if you have any questions regarding your new role.

We appreciate your contributions to [Current Department] and look forward to your continued success in your new position.

Thank you and congratulations!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]