

Letter of Consent for Job Transition

Date: [Insert Date]

To Whom It May Concern,

I, [Your Name], currently employed as [Your Current Job Title] at [Your Current Company], hereby give my consent for the transition of my job role to [New Employee's Name] effective [Effective Date].

I understand that this transition will involve the transfer of my responsibilities and knowledge to [New Employee's Name] to ensure a smooth handover and continuity of work.

I appreciate the support from management and team members during this process and look forward to assisting [New Employee's Name] during the transition period.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Job Title]

[Your Contact Information]