

Employment Transfer Validation

Date: [Insert Date]

To Whom It May Concern,

This letter is to certify that [Employee Name] is currently employed with [Company Name] as a [Current Position]. We would like to confirm that [he/she/they] is eligible for a transfer to the [New Department/Position] effective from [Transfer Date].

[Employee Name] has demonstrated [mention any relevant skills or contributions], and we believe this transfer will be beneficial for both [him/her/them] and our organization.

Please feel free to contact me if you require any further information.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]