

Staff Transfer Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Staff Transfer Notification

Dear [Employee's Name],

We are writing to inform you about your transfer to the [New Department/Position] effective from [Transfer Date]. This decision has been made to align your skills and growth with the needs of our organization.

Your new responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

We believe this transfer will provide you with valuable opportunities for professional growth and development.

If you have any questions or need further clarification regarding this transfer, please feel free to reach out to me.

Congratulations on this new chapter in your career!

Best regards,

[Manager's Name]

[Manager's Title]

[Company Name]

[Contact Information]