

# Internal Recruitment Decision

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Current Position]

Department: [Employee's Department]

Dear [Employee's Name],

We appreciate your interest in the [Position Applied For] role within our organization and thank you for your application. After careful consideration, we would like to inform you of our decision regarding your application.

We are pleased to inform you that you have been selected for the position of [Position Title]. Your skills and contributions have been invaluable to our team, and we are excited to see how you will continue to grow in this new role.

Your start date in the new position will be [Start Date]. Please discuss with your current manager to ensure a smooth transition and to address any necessary training or handover activities.

If you have any questions regarding this decision or your new role, please feel free to reach out to [Contact Person's Name and Title] at [Contact Information].

Congratulations once again on your new position!

Best regards,

[Your Name]

[Your Title]

[Company Name]