

Employment Transition Offer

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Address: [Insert Employee Address]

Dear [Employee Name],

We are pleased to inform you that we are offering you a transition to a new position within [Company Name]. This change comes as part of our ongoing effort to align our workforce with our strategic goals and to enhance your career development.

New Position: [Insert New Position]

Effective Date: [Insert Effective Date]

Salary: [Insert New Salary]

In your new role, you will be responsible for [briefly outline responsibilities]. We believe that this position will provide you with new challenges and opportunities for personal and professional growth.

Please review the terms of this transition carefully. If you accept this offer, please sign and return a copy of this letter by [Insert Deadline].

We look forward to your continued contributions to the team!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

Acceptance:

I, [Employee Name], accept the transition offer to the position of [Insert New Position] effective [Insert Effective Date].

Signature